

LISKEARD TOWN COUNCIL

AT A MEETING of the **COMMUNICATION AND ENGAGEMENT COMMITTEE** held in the Council Chamber at 7.30 pm on Tuesday 7 January 2014 there were present:

Councillor Rachel Brooks - in the Chair

The Deputy Mayor Councillor Phil Seeva - ex officio

Councillors: Roger Holmes, Jane Pascoe, Anne Purdon, James Shrubsole, Lorna Shrubsole and Hella Tovar

Minute Clerk - Mr Stuart Houghton

Members of the Public: None

The Chairman advised of Housekeeping matters

605/13 APOLOGIES

Apologies were received from the Mayor, Sue Pike and the Town Clerk Andrew Deacon

606/13 DECLARATIONS OF INTEREST

No declarations of interest were made either Registerable or Non Registerable.

607/13 MINUTES OF THE MEETING HELD ON TUESDAY 3 DECEMBER 2013

Councillor Brooks proposed, Councillor L. Shrubsole seconded and the Committee **RESOLVED** that the Minutes of the meeting held on the 3 December 2013 were approved.

608/13 MATTERS ARISING

Credit Card Payment (Minute 528/13 (TIC Website))

The Chairman reported that the acquisition of the credit card payment system was progressing.

Car Parking (Minute 531/13 (Publicity))

The Chairman reported that both the Cornish Times and the Cornish Guardian had reported the reduced parking charges at Rapsons. Comments had been received that this only benefited the workers in the Town and that nothing had been done to assist shoppers etc.

The Deputy Mayor had liaised with the Press to publish a letter from Councillor Brooks clarifying the matter.

609/13 BUDGET TO 31 DECEMBER 2013

The Committee expressed its thanks to the Accounts Clerk for producing the budget in the short time following the holiday period.

The Budget to the 31 December 2013 was noted.

610/13 SIGNAGE

a. Audit of existing signs

Previous audit information had been circulated. Members would meet after this meeting to agree when to schedule the new audit which would be required before the end of January 2014.

b. Brief for the design of maps for the granite plinths

The draft brief for the design of the maps had been circulated. It was confirmed that the maps would be size A2 to fit the tops of the granite plinths. It was proposed to add the Mayors comments to page 2 of the brief and that the wording on page three in The Tender should be altered to include “design, print, print production and any other work”

Other comments were;

- Are all agreements in place with land owners for the locations of the plinths
- Is planning permission required for the plinths
- The budget of £950 may not be sufficient for the design and production of the plinths. It was stated that an Earmarked Reserve existed for signage which might be available. It was agreed not to include a suggested cost in the brief
- The brief should also include for waterproofing the maps and the production of the leaflets
- There were six walks to be shown on the maps, should each walk have an individual leaflet or should they all be shown on one master leaflet? This was to be decided at a later date
- Quotations were required by the 27 January 2014 so that the selection panel could make its decision on the 28 January 2014 to meet the Spring deadlines
- Volunteers for the selection panel were Councillors Brooks, Holmes and L. Shrubsole. The Mayor would be invited to join the panel upon her return from holiday
- Volunteers to walk the routes were Councillors Tovar and L. Shrubsole Members of the Town Forum and Mary Westlake, Jan Hare and Bridget Mann would also be invited to join walks

- Who would erect the plinths?

The Town Clerk's office was requested to investigate the need for planning permission for the plinths and to ensure that all landowners had given their permission for the plinths to be placed on their land.

611/13 WEBSITES

The Town Team Website brief had been circulated for information to show Councillors the type of document that was to be considered. It was noted that concern had been expressed that the Town Team document contained reference to their Website having synergy with the proposed Town Council Website. The Minute Clerk stated that this matter had not been discussed or agreed by the Town Council, therefore it should not have been discussed by, and included in, the Town Teams brief.

The Deputy Mayor explained that he was preparing a brief for both the TIC and Town Council's Websites. He felt that the Websites would be aimed at different audiences. The TIC Website would be aimed at the outside world, it was a wonderful opportunity to promote Liskeard to tourists looking for accommodation and things to do whilst in the area. The Town Council Website would be used by businesses and residents for the function of the Council and the Town Team site by businesses in the Town to sell their wares.

He would recommend a Liskeard Brand, with the TIC, Town Council and Town Team Websites having synergy. However this would only be possible if each site had the same designer. This would also enable photographs and other information to be shared with the potential of saving the Town Council money.

The Town Team had £9k allocated for the production of their Website, the TIC had a budget of £2.5k but nothing had yet been allocated for the new Town Council Website.

In response to a question, the Chairman replied that the Town Team would disband in the Spring and that they were actively seeking a successor to continue to operate the Website. She referred to the Falmouth Website which was run by the Falmouth BID.

The Deputy Mayor proposed, Councillor Tovar seconded and the Committee **RESOLVED** to **RECOMMEND** that 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 Deputy Mayor proposed, Councillor L. Shrubsole seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council allocate a budget of £500 for a new Town Council Website which would complement the new TIC Website.

612/13 OPEN SPACE CONSULTATION

At the presentation, by Cornwall Council, on the 11 November 2013, and the Subsequent Communication and Engagement Committee meeting, Councillor J. Shrubsole volunteered to lead a check of the detail of their Open Space Audit, assisted by Councillor Purdon. A copy of the draft response to Cornwall Council, detailing the findings, would be attached.

Councillor J. Shrubsole gave a brief resume of the findings and in discussion the following points were mentioned;

- Access to some existing recreation areas was difficult and overgrown
- Nationally, the majority of outdoor recreation was walking and cycling
- Areas of great landscape values were not detailed
- These areas and the walking/cycling route to them had been included in his response together with details of the Caradon World Heritage Site
- More allotments should be provided in the Town
- The Section 106 agreement for the Addington development contained provision for the provision of sports pitches

Councillor J. Shrubsole concluded by stating that many of these matters were likely to be addressed in the Neighbourhood Plan to be prepared by the Town Council.

The Chairman expressed the Committee's thanks to Councillors J. Shrubsole and A. Purdon for checking the Cornwall Council information, especially in view of the very short time-scale allowed by Cornwall Council.

Councillor Brooks proposed, Councillor Pascoe seconded and the Committee **RESOLVED** to **RECOMMEND** that the Town Council submit Councillor J. Shrubsole's draft response to Cornwall Council.

Councillor J. Shrubsole proposed, Councillor Brooks seconded and the Committee **RESOLVED** to **RECOMMEND** that the Town Council adopt the following policy to be submitted to Cornwall Council in relation to Open Spaces.

"Following on from the Open Space audit, Liskeard Town Council's policy was to protect and enhance the character and accessibility of the natural green spaces around the boundary of the Town, accessed via green corridors and quiet lanes, which also fulfils the objective of the Cornwall Local Plan to maintain the physical link between Liskeard and the World Mining Heritage Site at Minions".

613/13 TIC REPORT

None.

614/13 CORRESPONDENCE

None.

615/13 ANY OTHER RELEVANT BUSINESS

None.

616/13 PART II

There were no items to discuss under Part II.

617/13 DATE OF NEXT MEETING

The next Communication and Engagement Committee meeting would be at 7.30 pm on the 4 February 2014.

Liskeard Open Spaces Audit **draft** response from Liskeard Town Council **subject to approval** : Dec 2013

Following an open meeting on Mon 11th Nov. 2013 between Cornwall council representatives and some Town Councillors, an audit of open spaces, to verify what was on the Cornwall Council map, and make any adjustments and additions, was carried out by the Communication and Engagement Committee. The map is included at the end to enable location of changes.

The map as presented: Areas shown on the map largely match those surveyed on the ground, with a few numbered points of note:

1. Castle Park has two designated play areas, one with apparatus for young children; the other with apparatus and shelter for teenagers
2. Some of the large green area to the S.W. of the town is not easily accessed as amenity green space, as it is largely overgrown with brambles and would require development to make it more attractive to users.
3. Addington development – recently granted planning permission – has an s106 commitment to formal and informal open spaces as well as allotments. Clearly it is important that these are brought forward as the North side of the town is currently lacking in such facilities. These should include teenage provision to address the geographical imbalance
4. An additional sports pitch site is identified in the Addington plan and £300k has been committed for its purchase.
5. & 6 There are two small play areas in the Liskerrett Vale/Peppers Park estate with apparatus for young children, but there is a question mark over their ownership, accessibility and maintenance.

Sports provision: There are differing views on the need for extra pitches in and around Liskeard, and the situation is complicated by the fact that Liskeard at present provides some facilities for joint use with Looe. The town also has a popular leisure centre providing public swimming, gym and keep-fit facilities.

Non-sport recreation: For the majority of people, the most popular forms of outdoor recreation are walking and cycling (National Survey of Leisure and Sport report 2011-12) rather than formal games on pitches, and as such the “facilities” are the roads and footpaths leading through the farmland/countryside on the immediate borders of the built town. The open space audit does not recognise this, but successive planning documents have emphasised the need to preserve and enhance this aspect of the character of Liskeard.

Areas of great landscape value and green corridors: The open space map does not show the areas of great landscape value to the North and South of the town. These represent attractive “destinations” for many walkers, cyclists and horse-riders, and

are currently accessible along the quiet roads/green corridors radiating from the town centre, but as a recreational facility they would be immeasurably damaged by insensitive developments encroaching on the “transition” areas along their boundaries.

Caradon World Heritage Mining link: Successive planning documents (Caradon Local Plan, Core strategy, Liskeard Community Strategic Plan, Cornwall Local Plan) have emphasised the need to maintain and enhance the physical link between Liskeard and the World Heritage site at Minions [Local Plan Policy PP15: 1(d): “The retention and enhancement of Heritage assets with physical linkages between Liskeard and the Cornwall and Devon Mining Landscape World Heritage Site”] The Caradon Hill Area Heritage Project has made a large contribution to this in setting up trails for walkers and cyclists linking Minions with the town centre, which owes so much to the mining legacy for its fine architecture. These trails will make use of quiet lanes and paths, rather than the route of the Liskeard and Caradon Railway, as the old trackbed is only accessible to the public in a few places, and bypasses Liskeard anyway, finishing at Moorswater.

Allotments: Your survey recognises the poor allotment provision which will be partially addressed by the s106 agreement on the Addington development although the timescale of this is not yet clear. They need to be easily accessible to people in the town and in areas where people do not have large gardens.

Neighbourhood Plan: As Liskeard is now preparing its own neighbourhood plan, many of the issues around open space are likely to be addressed by the local community as this progresses

The only public consultation on open space to date has been the two questions included in the 2012 Core Strategy consultation document, but you indicate that there will be further consultation via the Cornwall Local Plan. (as was pointed out in discussion with the public space team, the stakeholder survey you enclosed is beyond the scope of the Town Council, in terms of the limited time allowed, the cost implications, and the need for back-up material to adequately inform the public so that they can make a reasoned response to the questions).

A more detailed and community focused survey is almost certain to be part of the Neighbourhood Plan.

PROPOSED APPROACH TO GETTING MAP PLINTHS IN PLACE

Background

The Caradon Hill Area Heritage Project (CHAHP) has paid for the production of six granite plinths and given the Town Council £950 for the design and production of maps and information to go on top of them. The idea is that they will incorporate maps of the town centre and local walks, and link to the Caradon Trail.

Timescales

The Liskeard & Moorswater Apps and the Caradon Trail are being launched on **Saturday 8th March 2014**, and the idea is for the granites to be unveiled also on that day, in conjunction with walks, sponsored cycle ride etc in partnership with the Rotary Club. It is hoped that the Heritage Lottery Fund will be in attendance. Stuart House has been rented out for the day & Anna at the Museum will be launching the CHAHP Schools Loans boxes.

This is now a challenging timescale to meet. Proposed dates for design brief:

Brief to be sent out Tuesday 14 January 2014

Tenders to be returned to the Town Clerk at the Town Council Offices, West Street, Liskeard by Monday 27 January 2014

Town Council panel to meet and decide on brief Tuesday 28 January.

Proposed designers to ask to tender

Peter Jones - Liquid Hut, Liskeard – designing Caradon Trail leaflet

Steve Carreck, Tavistock – designed SECTA leaflet

Aawen Design Studio, Truro – designed TIC podcast leaflet

Voice Group - Liskeard

Actions

We need to agree who will do the following:

Action	Who	By when
Sit on selection panel		28 Jan
Act as main liaison with the chosen designer and approve town centre map		28 Jan – end of project
Walk the routes of proposed circular walks and write up information and sketch maps		Mid Feb?
Agree locations of plinths	Signage group	28 Jan
Ensure necessary approvals have been obtained to erect plinths		Mid Feb?
Arrange for erection of plinths		8 March

Arrange for printing of plinth tops and ensuring they are weatherproof	8 March
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LISKEARD MAPS ON PLINTHS BRIEF

The output

Six designs to be placed on granite plinths in and around Liskeard. The plinth tops measure X by Y centimetres. Each design needs to feature a map of the town centre and a map of a circular walk which can be taken from that location.

The purpose

- To link Liskeard town centre with its surrounding countryside and heritage area.
- To raise awareness of the countryside and heritage accessible on foot from Liskeard.
- To provide information on key services and shopping areas in Liskeard town centre.
- To underpin Liskeard's 'Walkers are Welcome' status.

The client

The client for this work is Liskeard Town Council. The decision on the tender will be made by a panel of town councillors. A nominated councillor will act as liaison with the chosen designer. The information for the designs, including the rough versions of the maps, will be supplied by Liskeard Town Council.

All design work produced and approved will be the property of Liskeard Town Council.

The audiences

Residents of Liskeard.

Residents of the surrounding area who use Liskeard as a service hub and come in by car, bus and train.

Visitors, including walkers.

The links

The Town Council is also seeking to develop a new website for the Town Information Centre and it is important that the maps on the plinth link with this both in design terms and in enabling users to access information online. This will entail close liaison with the chosen website designers.

The plinths have been funded via the former Caradon Hill Area Heritage Project (CHAHP) and there are design elements which need to be incorporated in relation to this.

What must be included

- A description of the attractions of Liskeard town centre
- A street plan of the primary retail area of Liskeard showing:
 - The Town Information Centre and Museum
 - Toilets
 - Car parks
 - Banks
 - The post office
 - Doctors surgeries?
 - The library
 - Stuart House
 - Places of worship
 - Bus stops?
 - The railway station. Liskerrett centre and Lux Park leisure centre (these may be off the map and just shown by direction)
 - Shopping areas
- A way to orient viewers at each location to where they are in relation to the town centre street plan
- A mention (and indication if applicable) of the route of the on-road Caradon Trail which will be a signed cycle and walking route between Liskeard, Minions & Pensilva, also taking in St. Cleer, Trethevey Quoit, and Moorswater.
- A map of a circular walk starting close to each plinth location, with a description of salient heritage and other features. This will need to be reproduced in the leaflet(s) and online.
- Links to online resources, including the Liskeard and Moorswater apps, the industrial heritage podcasts and online versions of the maps.
- Information on where paper copies of the maps can be obtained.
- Logos for CHAHP, the Heritage Lottery Fund, Walkers are Welcome and Liskeard Town Council.

The tender

Designers are asked to submit the following:

- An indication of how they would approach the brief and, in particular, how they intend to include all the necessary information whilst keeping the design clear and uncluttered and how they would propose to link these maps with online and paper resources.
- Examples of other relevant work they have undertaken.
- A complete costing of the design work necessary to complete the brief.

Timescale

Tenders to be returned to the Town Clerk at the Town Council Offices, West Street, Liskeard by Monday 27 January 2014

Town Council panel to meet and decide on brief Tuesday 28 January.

Designs to be completed for launch on 8 March 2014