

LISKEARD TOWN COUNCIL

AT A MEETING of the **COMMUNICATIONS AND ENGAGEMENT COMMITTEE** held in the Council Chamber at 7.30 pm on Tuesday 5 March 2019 there were present:

Councillor Rachel Brooks – in the chair

Committee: Councillors David Ambler, Simon Cassidy, Anna Clarke, Sandra Mitchell and Susan Shand

Also in attendance: Councillor Ian Barlow

Support Services Manager: Yvette Hayward

Museum Coordinator: Karen Partington

The Chair advised of housekeeping matters and that the meeting was being recorded.

456/18 Apologies

Councillors Tyler Bennetts, Naomi Taylor and Christina Whitty

457/18 Declarations of Interest Registerable or Non-Registerable

None

458/18 Minutes of the Meeting held on Tuesday 8 January 2019

Councillor Brooks proposed, Councillor Shand seconded, and the Committee **RESOLVED** that the Minutes of the meeting held on the 8 January 2019 were adopted as correct.

459/18 Public Participation

None

460/18 SUPPORT SERVICES MANAGER'S UPDATE

Report on items from 8 January 2019 committee meeting not already on the agenda – For Information

Written report circulated

461/18 MUSEUM REPORT

a) To receive the museum report

Further to the report, Karen advised that the Museum Management Group were working on the processes and policies needed to renew the museum's accreditation.

Following the good visitor numbers over the winter it had been agreed they would not close in future but refresh exhibitions while the museum remains open, possibly making a feature of being able to see behind the scenes while this is taking place.

They were producing a programme of regular school holiday activities which can be

143/18

expected, and therefore build attendance.

The museum was congratulated on the professional film clip recently produced to promote the arrival of the dalek exhibition.

b) To receive an updated budget report to 31 January 2019

Noted

462/18 TOURIST INFORMATION CENTRE (TIC) REPORT

a) To receive the TIC report

The committee thanked the TIC manager for the great feedback from the tourism summit. This could be used to better understand why people currently come to the town and how this can be built on.

b) To consider a request from Walkers are Welcome to collect feedback during September 2019

Councillor Clarke proposed, Councillor Ambler seconded, and the Committee **RESOLVED** to agree to collect feedback for Walkers are Welcome during September and offer the use of the Survey Monkey account to obtain wider feedback. The last box of the draft survey should be reviewed, and possible questions introduced to establish what attracted people to the town/why they visited.

463/18 BUDGET UPDATE

To receive an updated budget report to 31 January 2019

Noted

464/18 NEIGHBOURHOOD PLAN PROJECTS

To review the list of Neighbourhood Plan projects, and identify any which should be recommended to Council as a priority to progress

It was agreed the following projects should be recommended to Council as priorities to progress:

- D(TC) Liskeard Cattle Market Working Group – important to progress after conclusion of the charrette
- M(OSL) Walking, Equestrian and Cycling Local Infrastructure Plan for Liskeard – this fits closely with this committee’s objective 4 which work is commencing on
- Q(SUS) Community energy scheme – this could be taken forward by the Planning committee and should also be applied to projects such as the Cattle Market, Roundbury and the Agri-hub.
- R(SUS) Community energy scheme – possible Facilities committee project

465/18 OBJECTIVES

a) To review the 2017/2018 and 2018/2019 objectives

The objectives were reviewed as follows:

2017/2018

1. *Development of a community magazine and associated online materials* (community magazine achieved – continue as a maintenance objective)
2. *Development of a community emergency plan* (ongoing – the group working on this has recently been re-established, aim to complete by 30 September 2019)
3. *Engagement of all sectors of the community using existing events and structures, such as by the development of the Community Fair* (completed – continue to build on existing success)
4. *Development of a town marketing strategy - phase 1: to produce publicity material to market Liskeard as a destination for inward business investment* (pass to the Economic Development working group to absorb within their brief)

2018/2019

1. *Securing grant funding and development of a cultural and heritage strategy for Liskeard* (replaced by 2019/20 objective 1)
2. *Development of a town marketing strategy - phase 2: target all other audiences beyond inward business investment* (pass to the Economic Development working group to absorb within their brief)
3. *Development of a citizen's award ceremony, recognising efforts and achievements in all sectors of the community* (completed – continue to build on existing success)

b) To receive reports on the development of 2019/2020 objectives, to enable actions and budgets to be agreed where applicable.

- 1) Work with other organisations to develop a Culture and Heritage Strategy, trying out enhancements to existing events and new activities. – To receive a verbal report on the carnival meeting on Monday 4 March

This was a good opportunity to hear ideas from other groups in the town. The Lions will take these away and decide how best to use the information, and whether to set up a committee to organise carnival week.

- 2) Work with youth organisations to set up a youth council and improve collaboration

Presentation to be made to Finance, Economic Development and General Purposes Committee on 19 March

- 3) Build on the improved accessibility at the Public Hall to work with others to promote inclusivity and accessibility in Liskeard. – To receive notes from the Public Hall launch group and consider updated themed displays in the rooms

It was agreed all catering requirements should be purchased within the budget

allocated, for which there were sufficient funds. If the caterer engaged for the evening session was unable to easily incorporate gluten free and vegan options these could be sourced from local cafes who specialise in these products and could also show case their range.

The World Heritage Site had offered some materials for a display in the Wheel Phoenix Room. Information will be sought from the museum for an Emily Hobhouse display. An agenda item is to be included for the next meeting of this committee to agree a budget and arrangements for permanent new displays in each of the rooms within the complex.

Discussion took place about the commissioning of a promotional film, featuring the dalek, which could be used for future promotion of the Public Hall complex, parts of which could be filmed at the launch.

Councillor Brooks proposed, Councillor Shand seconded, and the Committee **RESOLVED** to allocate £250 from the Marketing and Consultation reserve for this purpose. There would be a brief, transparent process for commissioning the works with a selection panel comprising Councillors Ambler, Brooks and Shand.

- 4) Promote walking and cycling in and around Liskeard, including reviewing and improving signage and establishing new trails. – To receive the notes from a meeting about walking and cycling in Liskeard and consider establishing a working group

The committee welcomed the interest from other members of the community from related local groups who were willing to help pursue this objective.

Councillor Ambler proposed, Councillor Mitchell seconded, and the Committee **RESOLVED** to set up a working group to work on how this objective may be delivered, to include Councillors Ambler, Barlow and Whitty, plus representatives from other organisations and interested members of the public.

466/18 SIGNAGE

- a) **To note the outcome of a site meeting to consider the location of the replacement town welcome sign on the A38 Island Shop slip road**

Noted – Paul Allen from Highways was thanked for meeting with Councillors to progress this

- b) **To note the position of the A38 brown sign application**

Highways England have advised the new signs would carry the words 'Tourist Information Centre' and 'Lux Park Leisure Centre' but the word Liskeard was not permitted. They were investigating possible locations.

467/18 EVENTS

- a) **Community Fair – 30 March 2019 – To receive an update on arrangements, including rota**
Over 50 applications had been received for stalls, and a meeting was scheduled to assess the building and try and accommodate them all.

b) Catholic Church Civic Service – Sunday 5 May

It was noted this was the bank holiday weekend, however the Mayor had existing commitments on the other available date.

c) Annual Town Meeting and Community Champion Awards – 25 April 2019 - To receive an update on arrangements

It had been agreed that in addition to certificates, recipients of the Community Champion Awards should receive a small thank you gift. This would be funded by the Town Council as they were the selection panel. £50 would be allocated from the 2019/20 Events budget.

d) Civic Service and Parade – 2 June 2019 - To discuss ideas to increase participation, and set up a working group

Councillor Clarke proposed, Councillor Cassidy seconded, and the Committee **RESOLVED** to set up a working group comprising Councillors Cassidy, Clarke, Mitchell and Shand to plan the event.

e) Liskeard Show – 13 July 2019 – To agree stand requirements

Councillor Brooks proposed, Councillor Cassidy seconded, and the Committee **RESOLVED** to book a 7 metre stand and purchase 6 additional passes at a total cost £165 from the Events budget.

f) Liskeard Unlocked 2019 – 13-15 September 2019 – To receive the notes from the working group for information

Noted

468/18 CORRESPONDENCE

None

469/18 DATE OF NEXT MEETING

The next meeting of the Communications and Engagement Committee will be on Monday 13 May 2019 at 7.30 pm in the Council Chamber.