

DEPUTY TOWN CLERK'S REPORT

5. Deputy Town Clerk's Update

Report on items from 12 September 2024 committee meeting not already on the agenda – for information

Active Travel Update

The Active Travel Group last met with officers from the Transport Team at Cornwall Council (CC) and Cormac engineers on Wednesday 16 October. Works costs for the routes are as follows:

Route 1 - £639,800

Route 4 - £1,500,000

In addition, a further 10% should be allowed for design and consultation. These have been broken down into parts and could be delivered in chunks based on funding available, and to ensure s106 contributions already held do not expire. Details of the government's Active Travel round 5 funding are due soon. In the meantime, further public consultation will take place. More detailed design will be required before construction which will provide a final look and check for any remaining queries. The next meeting of the group will be held on Wednesday 13 November.

20mph consultation (27 November – 20 December 2024)

[20mph speed limits - Cornwall Council](#)

The next phase of the 20mph Cornwall-wide rollout through the recommended sign only approach will soon begin in the Liskeard and Looe CNA, with 30 mph limits reducing to 20 mph where there is strong public support locally.

There is a presumption that most existing 30 mph limits will be reduced to 20 mph, however not all roads are appropriate, and assessment criteria includes:

- Each new limit being placed at a point that appears obvious to drivers as a transition into an urban area and be applied consistently. Roads too rural in nature do not encourage compliance and water down the impact of 20 mph within the urbanised areas.
- For strategic A & B roads where there is an existing 30 mph limit, 20 mph will be suitable where there is a clear urban area with community facilities such as a school, shop, church, etc. or where vulnerable road users mix with traffic, however impact on bus journey times will need to be considered.
- Roads subject to 40 mph speed limits and above are excluded from this programme.

The active travel group met with the project team on 11 October to view and comment on the first draft of the proposals.

Christmas Lights

The final installations will be carried out on Monday 18 November with a soft switch on of the lights, ahead of the switch on event on Saturday 30 November.

6. Museum Report

The Museum Manger is hoping to attend.

c). To confirm attendance at the Museum accreditation training on Friday 15 November at 11am to be held at the museum

Our external museum mentor and museum development officer, Stephanie Clemens will be delivering a session on accreditation to help better understand the benefits, process and requirements. Please confirm ahead of the meeting if you wish to attend.

8. Budget Monitoring 2024/25

To receive and accept a budget report to 30 September 2024

Attachment 8. Budget Monitoring to 30.9.24

On target spend should be at 50%

The following points should be noted:

- PAYE and NI (4010) & Pension (4020) only five month's expenditure (41.67%) shown – paid a month behind until year end.
- Marketing & Consultation (4520) budget includes £500 for new town photos which could be transferred to a reserve if not used in the current year
- Website & Email (4570) email costs are now part of the new IT contract within the admin budget so this budget will underspend

Recommendation: to accept the budget report

10. Events

b). Annual Town Meeting and Community Champion Awards (suggested date Monday 10 March 2025) – to confirm the date and arrangements for the Community Champion Awards

Attachment: 10b. CCA Nomination form 2025 DRAFT

Proposed timetable for the Community Champion Awards:

- 6 January – nominations open
- 10 February (9am) - nominations close
- w/c 10 February – nominations considered, more information requested, etc
- by 21 February – recipients confirmed
- by 7 March – recipients invitations sent, publicity permissions confirmed, etc

A panel should be agreed to assess nominations.

Recommendation: to agree the date and arrangements for the Community Champion Awards

c). Community Fair (suggested date Saturday 4 April 2024) – to confirm the date and set up a working group

We will soon need to commence contacting local organisations and inviting them to have a stall at the fair to enable them time to take it to their monthly meetings.

There was lots of feedback after last year's event, and it may be helpful to set up a working group again to organise the 2025 fair.

Recommendation: to set up a working group to organise the Community Fair

d). Looe Valleys Festival (April 2025) – to consider how the Town Council could take part and support this.

Proposal for a Looe Valleys Festival April 2025: "We are of this place"

We are a group of Town and Parish Councils and other community groups and people in the East and West Looe Valleys, supported by Looe Development Trust. We are all proud of the place we live and want to celebrate it across the community.

We plan a month-long community-led festival in April 2025 called "We are of this place". This will have something for everyone who lives here to take part in, contribute and learn, co-ordinated by volunteers from the group. All ideas are welcome and the broad themes we have earmarked are:

Guided walks: *experienced guide Mark Camp will co-ordinate this strand and lead some of the walks. We would love to see a walk from Liskeard to Looe up the Smugglers Way, at least one easy circular walk in each village, an accessible walk for pushchairs and wheelchairs, and a coastal walk/rockpool ramble led by Looe Marine Conservation Group*

Creative arts: *Looe resident and Town Councillor Jon Holmes has stepped forward to coordinate this strand with members of the Liskeard Cultural Collective. It already includes suggestions for a community photography exhibition, live performances of spoken word, drama and singing performances and workshops*

Food and farming: *we're hoping this strand will connect with young farmers, the NFU and Duchy College. There's interest in regenerative farming, foraging events and local food markets, open gardens and plant sales led by garden clubs, and perhaps even a Big Easter Breakfast or Lunch in every Town and Village*

Heritage and history: *Iain Rowe will co-ordinate a strand that we would love to involve easter holiday activities in the museums and events to explore the area's industrial heritage as the link between the Cornish Mining World Heritage Site and the Coast*

Environment: *Looe Marine Conservation will co-ordinate this strand which we hope will include conservation activities around Looe Bay and up the valleys including in Kilminorth Woods and Deerpark, as well as something on water quality in our rivers.*

So what are we asking from you?

- **Spread the word** around community groups – village halls, gardening clubs, walking groups, choirs, nursing and care homes, WIs, sports clubs, local schools, churches, anyone you can think of – and ask them to consider organising an event in April 2025 as part of the festival
- If you're a Parish or Town Council, think about **what you would like to offer in your own area**. Could your hall host a Big Breakfast or Lunch? Should we consider a flower festival involving all the local churches and gardening clubs? Where might you organise a short circular walk suitable for lots of local people to join in and meet up?
- **Get involved**. Are you happy to be involved and go on a mailing list to be kept in touch with developments? Do you have any specific event suggestions – either that you would like to organise (fab!) or that you'd like to see happen as part of the festival (also fab, as long as we can find someone to take it on!)

We're going to try and raise some small-scale funding and sponsorship to contribute to costs, and will focus on producing an amazing programme that we can circulate far and wide across the area.

Contact details of strand leads:

Walks	Mark Camp	07967 320199	walkaboutwest@btinternet.com
Creative	Jon Holmes	07940 095322	jon.holmes@looetowncouncil.gov.uk
Food & Farming	tbc		
Heritage and history	Iain Rowe	07514 723422	caradonheritage@gmail.com
Environment	Looe MCG	07880 746379	johnmeakin02@gmail.com
	c/o John Meakin		

Existing activities taking place within the festival period can be included and publicised as part of the programme, such as the Community Fair and Easter activities at the museum. The Liskeard Market Makers are also considering a flower show which could be supported by the Town Council.

Please send ideas to the Deputy Town Clerk and/or Councillor Brooks who attend the Partnership meetings.

e). Beating the Bounds – to suggest possible dates for consideration with Treworkey Manor
Traditionally Beating the Bounds is held on or near Rogation Sunday (25 May 2025). In previous years, Mr and Mrs Walker from Treworkey Manor have hosted the lunch stop and we have contacted them to ask if they would be happy to welcome us in 2025 and what dates may be possible. Suggestions include 27 April (this could be included as part of the Looe Valleys festival above), 11 May, 18 May and 1 June.

f). Mayor Choosing (suggested date Monday 2 June 2025) – to confirm the date
As 2025 will be an election year, with elections held on 1 May, Councillors will take their seats on 6 May, and the first official meeting of the Council when the Mayor is elected must take place between 12 and 22 May (provisionally booked for 20 May), however a Mayor Choosing ceremony can take place at a later date to allow time for invitations etc.

11. Town Vision Steering Group

To appoint a consultant to undertake works on the project as recommended by the Town Vision Tender Scoring panel

The tender was published on 8 October 2024 via Contracts Finder and the Town Council's Tenders webpage [Tenders - Liskeard Council](#)

The contract had a maximum value of £10,000 excluding VAT. The cost of the works is to be met from a £12,500 grant from the Town Accelerator Fund.

The completed tenders were returned to the RFO & Deputy Town Clerk by 9am on Monday 28 October 2024. No extension of time was given. A total of five tenders were received.

The Tender Panel met on Thursday 31 October 2024 to review the submissions and make a recommendation to the Town Council. The panel members were Cllrs. Nick Craker (Chair of the Communications & Engagement Committee), Lori Reid and Rachel Brooks (provided comments being unable to attend due to sickness), Steve Vinson (Town Clerk) and Yvette Hayward (RFO & Deputy Town Clerk).

The tender submissions were reviewed against a carefully considered tender evaluation process with the following criteria:

- i. Quality (60%)
- ii. Cost (35%)
- iii. Environmental Sustainability (5%)

The tenders were scored and then weighted.

The recommended contractor has comprehensive experience of working on similar projects, which has been confirmed from taking up references. While the highest quote (by a small margin), it included more working days, and visits to the town and therefore provided good value for money. The company had the highest overall total by a considerable margin.

Recommendation: to approve the appointment of the consultant recommended by the Town Vision Tender Scoring panel at a cost of £9,660 plus VAT

12. Youth Council

Councillor Taylor is currently the lead on the Youth Council, which continues to meet regularly facilitated by Young People Cornwall. However, her commitments have changed, and further Councillor support would be welcome for 2025.