

6. TOWN CLERK'S REPORT – FINANCE, ECONOMIC DEVELOPMENT AND GENERAL PURPOSES COMMITTEE – For Information – Update on resolutions from 22 January 2019 not already carried out or the subject of a report.

Minute	Follow Up
387/18 Dementia Friendly and Disability Confident.	There is no cost to register. The council, as an employer, is largely already compliant. Advice has been received on some adjustments and additions and the registration process can be completed.

8. GRANT APPLICATION – CORNWALL INTERNATIONAL MALE CHORAL FESTIVAL – Regional Concert in Liskeard – 4th May 2019

Background – Grants budget and approvals to date.

Approved	Grants Budget 2018/2019	£8,160
22/5/18	Liskeard Radio	£500
22/5/18	St Martins Church - laptop	£500
22/5/18	Liskeard Air Cadets – two-way radios	£1,400
24/7/18	Ploughman's Festival	£150
24/7/18	Liskeard Memory Café	£500
24/7/18	Liskeard Lights Up	£1,500
25/9/18	iSight Cornwall	£450
25/9/18	Sterts Centre	£250
27/11/18	Lighthouse Centre CIC – purchase of second-hand IT equipment.	£279
27/11/18	Plastic Free Liskeard – purchase of jute and paper bags with Plastics Free Liskeard logo.	£500
27/11/18	Revitalise – Patient and Family Respite Service.	£354
22/1/19	Liskeard Lions – Pantomime	£500
	Remaining budget	£1,277
19/3/19	Cornwall International Male Choral Festival	£250
	Remaining budget to the end of the financial year	£1,027

RECOMMENDATION: That the Committee considers the grant request from Cornwall International Male Choral Festival for £250.

9. FUTURE PROJECTS – NEIGHBOURHOOD PLAN (see attached Neighbourhood Development Plan Projects) – to consider the list of projects and activities and confirm those to be taken forward to delivery.

9.1 Background – The Communications & Engagement Committee and the Planning Committee have considered the types of projects that might reasonably be taken forward from the Neighbourhood Plan. The list is attached to this report. Owing to a clash with the Charrette launch event the Facilities Committee which was to have

received the report on 12th March will now be considering the item at the new 2nd April date. The views of the Facilities Committee will be included once they have considered the report. This agenda item focusses on the Finance, Economic Development & General Purposes Committee Neighbourhood Plan projects. It is recommended that the 30th April 2019 Council, considers the overall ranking of projects by committee once the 2nd April Facilities Committee has met.

9.2 Important Note – The Neighbourhood Plan period runs until 2030. The corresponding projects list potentially has a similar time in which to be implemented. However, in practical terms opportunities might well appear that are not contained in the plan. Unforeseen issues might be discovered with some of the projects in the plan. A major issue is that, no indication is given as to how the list of significant capital projects are to be achieved other than the town council will be doing most of the work on most of the projects. This is not sustainable and a revised implementation is proposed as follows:

9.3 Finance, Economic Development & General Purposes Committee – Neighbourhood Plan Projects ranked in order of priority:

9.3.1 Short Term – Project D - Cattle Market – Cornwall Council have included a £2.3 million item in their capital programme for 800 square metres – 1,000 square metres of innovation workspace. The town council has indicated that it would invest £100,000 in a suitable workspace project. The Ministry of Housing, Communities and Local Government has sponsored the charrette processes. This should assist in attracting funding from the Government into phases of the regeneration of the cattle market site. Hence, this is a project currently receiving support from staff and councillors.

9.3.2 Currently – shown as three separate projects:

Project A – To create an innovation/business support hub – Medium Term.

Project B – To create a training and skills centre – Short Term.

Project C – To maximise the benefit of super-fast broadband and introduce ‘gigabyte’ broadband (supported in connection with the Innovation Hub concept) - Short / Medium Term

Experience with previous projects of this type would suggest that these could well be merged into a single project. A business seeking help would best be supported at a single location. The projects would need reception facilities, office space and training/conference room requirements. It would simplify management arrangements if facilities were provided at a single location.

The potential location might be:

- a town centre location – e.g. the cattle market workspace or surplus to requirements former Cornwall Council offices e.g. Graylands. This would help generate an element of footfall in the town centre.
- an entrance plot on a new business park or at the commencement of an extension to the business park. This could act in a similar manner to a “show home” in selling the rest of the business park.

Proposed – merge the three projects as below:

Project A , B and C – innovation centre/business support hub/skills and training centre/superfast ‘gigabyte’ support. – Short – Medium Term (if town centre short term or business park medium term).

9.3.3 Short Term – Ongoing – Project K - Sports Pitch and Recreation Provision Project – at Roundbury Parc. Cornwall Council has already received the first section 106 monies from the developer. The council has previously set up a working party including outside partners and retained the service of a valuation agent to negotiate the land acquisition.

9.3.4 Project E – Liskeard town centre integrated wifi and web presence (it is considered this should be modified to “web and social media presence” as social media is a live means of interacting with the customer base. – Medium Term.

RECOMMENDATION: That the modifications proposed above for the Neighbourhood Plan projects identified as Finance, Economic Development and General Purposes Committee / Economic Development Working Party are adopted along with the order of ranking.

10. CCTV UPDATE 2018/2019 – to receive an update on the 2018/2019 year and approve the development of options.

10.1 Background – in 2017, the Police indicated that the town centre cameras were not of evidential quality (that is, did not have night vision capability or the ability to zoom in). The council had been facing increased repair and maintenance costs for the cameras. The council considered applying for a grant of £15,000 (up to a maximum of 30% of the scheme costs) for replacement CCTV cameras for the town centre. However, at that time, the requirement to enter into a live monitoring contract as a condition of the grant meant that this was not taken up. The ongoing costs to the council would have been too high. The issues (in 2017) being:

- The old CCTV system did not involve Live Monitoring, as it had been some years since it was felt to be needed.
- As Live Monitoring was not involved in the proposed new CCTV system, then the permanent hub connection would not be required.

- If the permanent connection to the hub was not required then the project was no longer eligible to receive the grant.
- £62,000 was a significant capital cost for a new CCTV system, as the Council has other projects and issues to progress. The Council had a CCTV replacement reserve of £27,000.
- The Council has a “power” to provide a CCTV system, but not a “duty”.
- The servicing and maintenance contractor for the current CCTV system had indicated that they had been bought out and would not be continuing to offer a contract beyond 31st March 2018.
- The annual revenue expenditure upon the current or a new upgraded CCTV system could be used to fund other activities.

The Council did decide after a year or so, to review the evidence, as to whether the town centre crime rate had changed.

10.2 Update – March 2019 would be the end of the first year, since the decision not to upgrade the cameras. The Police are assembling some crime comparison figures for the council to consider and would be happy to present the findings to a council meeting.

10.3 Some other factors that have occurred in 2018 and 2019 are:

- The development of the night-time economy - A Dominos has opened on the Parade in the town centre which remains open until 11.00 pm compared with the 9.00 p.m. closing time of the former fish and chip shop occupying the same building.
- A JD Wetherspoons has opened in the town centre. Their pricing structure for both food and alcohol has significantly increased footfall in the town centre, at lunch times and in the early and late evenings. It closes at midnight five nights of the week and stays open to 1.00am on Friday and Saturdays.
- Cattle Market Regeneration Scheme In 2018, the cattle market closed in the town centre and Cornwall Council recovered effective control of it. The site is further along Dean Street. It is 3.2 acres in area. Cornwall Council have purchased the former ATS building with a view to demolishing it to get improved access. Although it will be 4 or 5 years off before anything is completed and occupies the site there will at some point be an increase of footfall from that side of the town centre. This might include a facility in which alcohol is served. This might further develop the night time economy.
- The Office of the Police and Crime Commissioner are still holding the town council's expression of interest in receiving grant which was submitted in April 2017. A provisional amount of grant has been held at £15,000 (or up to 30% of the total capital set up scheme costs). The town centre CCTV still needs to connect into a hub. This would mean that, if needed the Liskeard town centre CCTV system could be accessed by the emergency services in the event of an incident. However, it does not need to be subject to a contract for live monitoring of the system.

- Equipment Contractor In 2017, the only contractor able to access the Tolvaddon Monitoring Hub was SSE – hence, they were the only source of quotes for the capital cost of the purchase and installation of the cameras and other equipment. However, another company called Full Stop are now also accepted as a supplier of compatible equipment. This company provide the monitoring hub at Middlemoor and have recently supplied Callington Town Council with a new CCTV camera system. Initial discussions, with Full Stop and SSE are taking place.
- Hub Connection – in 2017, the Tolvaddon hub (operated by the Cornwall Fire and Rescue Service) was the hub providing the only live monitoring quote. In 2019, an additional hub option is now the Plymouth hub which is understood to be operated by Plymouth City Council.
 - Safer Liskeard initiative has been launched. The town council is a partner organisation. Safer Liskeard have kindly brokered meetings with the Police and other agencies.
 - The town council has indicated a willingness to support the Dementia Friendly and Disability Confident Safer Liskeard initiative.

10.4 Next Steps – it is proposed that the Town Clerk and Facilities Manager continue to develop costed options relating to:

1. purchase and installation of a 6 camera system with recording equipment and connection to a hub and a maintenance contract.
2. As above, with live monitoring options for 24 hours per week and 44 hours per week.
3. To invite the Police and other relevant partners to attend a meeting to present crime and safety figures to the council.

RECOMMENDATION: That the options for a new town centre CCTV system are developed and the Police asked to present a review on the situation since the cameras were not upgraded.

11. Cornwall Council - Polling Districts and Polling Places Review - to receive and support the recommendations regarding Polling Districts and Polling Places.

Background – Cornwall Council have notified us that the statutory consultation period for the review of Polling Districts and Polling Places commenced on 4th March 2019. The closing date for receipt of comments is 15th April 2019.

Detailed information is available on the Cornwall Council website at www.cornwall.gov.uk/review.

Cornwall Council are inviting comments on the suitability of polling stations and voting arrangements at elections. The review will aim to ensure that voting arrangements for future elections suit the needs of the electors in each area.

As previously noted when the Local Government Boudary Commission recommendations were received, some electors who currently vote at St Martins Church Centre will instead from 2021 vote at the Liskerrett Centre.

RECOMMENDATION: That this proposed change is noted.

12. COMMUNITY GOVERNANCE REVIEW – to receive the recommendations of the 11th March Planning Committee regarding the options to be discussed with the neighbouring parishes.

Background – The 26th February 2019 meeting of Council, decided to refer the consideration of options for the review of parish boundaries to the Planning Committee at the 11th March 2019 meeting. The referred options were:

Option 1 - Practical Amendment – to extend the boundary, to include:

- all the current built environment (buildings and facilities), that lie adjacent to the town boundary. (e.g. The Bubble Retail Park, the complete Liskeard Tavern site, parts of Moorswater including the goods railway line etc.)
- to include sites subject to current or recent planning applications and pre planning applications and that have an impact upon the social and economic viability of the community of Liskeard. (e.g. the Tencreek Farm and a recent pre app at Moorswater.)
- to include sites that have been part of the recent October 2018 “Agri Hub and Employment Land and Premises Demand Study” for example, at Bolitho Farm.

Option 2 – Futureproof Proposal – Option 1 above plus an element to provide a degree of futureproofing.

- To continue along the current and consented line of built development following the route of the A38 predominantly to the east of the Tencreek Farm site, but also in the area to the west to tidy up the Looe Mills end of Moorswater Industrial Estate.
- To continue the eastern boundary to take account of land to the east of the the Wain Homes site identified as H4 in the Neighbourhood Plan and to the east the Liskeard Business Park site identified as EM2B in the Neighbourhood Plan.

The Planning Committee Minute 480/18 Community Governance Review recommend: see attached “Governance Review 1.1” pdf and below:

“The committee agreed a proposal which included extending the town boundary to encompass the existing built development adjacent to the town boundary, plus those areas already permissioned or the subject of pre-applications or consultation/study – Option 1 Practical Amendment from the Town Clerk’s report to Council. Some small additional areas of rounding and infill would be included to create a smooth regular boundary and some extension along the A38 corridor east of Tencreek farm. The

total area comprised mainly land and retail/employment facilities, with only a small number of residential dwelling affected”.

Notes - Traditionally, parish boundaries follow natural features normally, rivers and streams. The thinking being that these are natural features that cannot easily be moved, if at all. Unlike boundary posts or stones. In the annual “Beating the Bounds”, event, the parish boundary is walked as closely as possible. Alongside the rivers and streams.

The adoption of physical items that can be seen such as, railway lines and the A38 was put forward at last council to make it simpler for the town and parish council and indeed Cornwall Council planning officers and members of the public to see and easily understand the proposed new boundary limits.

RECOMMENDATION: That the revised Option is adopted for discussion initially with our neighbouring parishes and subsequently with Cornwall Council and the public.

13. BUS SHELTERS – to consider the future maintenance and cleaning responsibilities and possible transfer to Cornwall Council.

Following a recent request from Cornwall Council for this Town Council’s comments regarding their proposals to upgrade some of the bus stops in and around Liskeard, it was noted that their proposals also included the financing and cleaning of their bus stops via advertising revenue.

The Town Council has previously investigated the possibility of entering into its own bus shelter advertising contract, but the relevant permissions were not available. The advertising contract operated by Cornwall Council provides for quarterly cleaning and maintenance of all bus stops in their portfolio, irrespective of whether they have advertising panels or not.

The Town Council currently owns 9 bus stops in the Town see below and has a quarterly cleaning contract at a cost of £450 per year.

Liskeard Town Council Bus Shelters

<u>Site no.</u>	<u>Location</u>
1	The Parade – adjacent to the Fountain
2	The Parade – in front of the Post Office
3	A390 - Morrison’s Supermarket East bound side
4	A390 - Morrison’s Supermarket West Bound side
5	Station Rd. – in front of Geoffrey Harris Tyres

- 6 Station Rd. – by Lamellion Court
- 7 Clemo Rd. – in front of Oak Tree Doctor’s Surgery
- 8 A390 Charter Way outside No.1 Children & Families Centre
- 9 A390 Charter Way – Morrison’s Roundabout Junction

Minimal maintenance has been carried out on these shelters in recent years.

Cornwall Council would be agreeable to the transfer of the Town Council bus stops and would add them to their portfolio for on-going cleaning and maintaining under the contract as described above.

It is expected that the two shelters near Morrison’s supermarket are the ones most likely to be required by the Cornwall Council contractor for advertising boards. The Cornwall Council Transport and Infrastructure Projects Commissioning Officer has indicated that the transfer process is straightforward and could be completed within four weeks. A copy of the agreement is attached for reference.

RECOMMENDATION: That the Committee considers the transfer of the ownership of the Town Council Bus Shelter assets to Cornwall Council for on-going cleaning and maintenance.

14. GRANTS POLICY – to consider and approve the proposed changes to the Grants Policy.

Background – the grants policy was last comprehensively reviewed in 2016. Some small changes have been made since that time, on an as and when needed basis.

The current policy is attached. The following changes and additions are proposed.

- The Committee name to be modified to “Finance, Economic Development & General Purposes Committee”. This occurs in two places.
- The policy be extended to include: “Each applicant will only be permitted one grant approval per financial year”. Reason – to enable a greater range of applicants to access the funds.
- The policy be extended to include: “That a project seeking town council grant assistance should not already have been approved for the award of a Town Forum grant”. Reason – the funds held by the Forum have originally been paid by the town council. Therefore, the town council funding could be considered double funding.

- Remove the requirement to sign the application form. Reason – signatures are personal information that could be misused by a third party. Signatures from the current design of application form are either removed or blocked out.
- To modify • “Should a grant be awarded the Town Council requires as a condition of approval that the support of the Town Council is acknowledged in all press releases, Facebook posts etc. and that the recipients of grants give feedback to the Town Council on the use of the monies awarded. **This to include speaking to the public at the Annual Meeting**”
- To extend the three boxes to provide more space for responses:
 - “What benefits will your project bring to the town...”
 - “A brief description of your project.”
 - “What is the total cost of your project”

Note – The council has increased the grants budget from £8,160 in the current financial year to £10,000 in the 2019/2020 financial year commencing 1st April 2019.

RECOMMENDATION: That the grants policy and grant application form is modified as per the above report.

15. SHARPS WARNING SIGN (due to have been discussed by the Facilities Committee 12th March 2019) – to approve the Sharps Warning Sign for use on the outside wall of the Sungirt toilets.

Background – Please see attached from our partners Safer Liskeard and Adaction.

Image 005 is for a sign to go on the wall outside by the bin and is 230 x 300 mm

Image 006 is the same size but for stickers to go on the inside of all our toilets directing people to the bin at Sungirt.

All costs regarding the production of the signs and stickers and the ongoing emptying of bins are being covered by Safer Liskeard and Adaction. The town council involvement is to provide the space to site on the Sungirt toilets and to allow signage to be put up.

RECOMMENDATION: That the council approve the use of the space at Sungirt toilets and the erection of the signs.