

## **TOWN CLERK'S REPORTS – 30<sup>TH</sup> APRIL 2019 – COUNCIL MEETING**

**7. TOWN CLERK'S UPDATE – Item from the 26<sup>th</sup> February 2019 meeting not already on the agenda.** Lyskerrys Magazine – the person has been appointed and the funding has been paid to the Community Interest Company. A fuller report will go to the June Council when there will be further progress will have been made.

### **8. COUNCILLOR IAN BARLOW – COMMITTEE MEMBERSHIP –**

Background. Having attended a number of committee meetings, Councillor Ian Barlow has requested to be made a formal member with voting rights on the Communications & Engagement and Planning Committees.

**RECOMMENDATION:** That Council approve Councillor Ian Barlow to serve upon the following committees - Communications & Engagement and Planning.

**9. DEVOLUTION (attached - Initial Proposal Form Mar2018ver) – to adopt a more targeted approach to Devolution with a reduction to the package to key projects and sites.**

Background – the version of the Initial Proposal Form attached was developed from work undertaken in late 2016. It reflected a desire at that time, to obtain detailed information regarding all Cornwall Council owned properties within the town that might be devolved to the Town Council before taking a decision on whether to progress a Devolution package. Hence, it covers over 20 sites.

More recently, it was modified in 2017 and early 2018, to look at how to progress essential business and regeneration projects of great economic and social value to Liskeard. For example, the provision of business park premises and the regeneration of the former cattle market site.

In October 2018, the Neighbourhood Plan achieved a high degree of public support in the Referendum. Cornwall Council have now adopted it as a planning document and the town council is adopting those projects and proposals of significant economic and social benefit to the future of Liskeard.

Option A - Should the Town Council continue with a “whole town” Devolution approach? The experience of other towns is that a significant amount of time and expense can be incurred in a town wide approach. The expense being site surveys and legal fees. Other towns had previously indicated 3 years for a simple package and 5 years for a larger package. Our own experience with the Westbourne Gardens Agreement was that it took 4 years.

Option B – Should the Town Council seek a more targeted approach with a reduced package of key projects and sites? As set out below:

- cattle market regeneration project – to work with Cornwall Council to achieve the workspace centre on part of the site. Consider other joint working options.

- the agri-hub and employment land and premises demand – to work joint with a private developer and Cornwall Council to bring forward business premises. assessment had shown in October 2018 that there was a need for premises.
- A package at Rapson’s consisting of the Multi-Use Games Area site, the adjacent grassed area of park and Rapsons’ Car Park
- Westbourne staff car parks and reserved space area in Westbourne. To support the operation of the Public Hall and its associated meeting rooms.
- Castle Park – a significant site in terms of size – the site could be improved.
- Looe Town Council had been given a division of the increased car park capital receipts on the days on which the town held special events.

**RECOMMENDATION: That to better reflect the needs of the town to 2030 a reduced Devolution package be sought from Cornwall Council.**

**10. SINGLE USE PLASTIC REPORT (attached as SUPlastics) - to adopt the Single Use Plastics report and refer the implementation of the recommendations to the Facilities Committee.**

Background – Councillor Naomi Taylor and Tony Misson, the Facilities Manager have produced the attached report in relation to the use of Single Use Plastics across the Town Council properties and activities. The report has various recommendations. It is proposed that these are referred to the Facilities Committee for implementation.

**RECOMMENDATION: That the Council adopt the Single Use Plastics report as attached and refers the implementation of the recommendations to the Facilities Committee.**

**11. CCTV UPGRADE – PROVISION OF A REPLACEMENT CCTV SYSTEM AND A LIVE MONITORING CONTRACT – a). to resolve to provide a replacement CCTV system funded from the reserves and grant. b). to include the cost of the live monitoring contract in the draft budgets.**

Background – The 19<sup>th</sup> March 2019, Finance, Economic Development & General Purposes Committee received a report on various developments concerning the town centre CCTV. It resolved to approve to development of CCTV options and invite the Police to attend a meeting of Council and make a presentation on the crime levels and public safety in the town centre.

Update – a meeting was held with the Police and a range of partners on 10<sup>th</sup> April 2019. In addition, to the more generally available Safer Liskeard information, the Police made available the latest data on Incidents and Crimes within the town.

Some of the main points covered in the presentation and arising from the councillors questions were:

1. Crimes 2018/2019 – the total increase in all types of crime overall was up +4.8%. However, within that combined figure there were some wide variations – of note were Violence without injury up +11.8% to 852 incidents, Possession of

Weapons up +37.5% to 22, Robbery figures from a low base of 2 increased to 11 – an increase of +450%.

2. Incidents 2018/2019 – the total increase in all types of incidents overall was up +1.5%. However, within that combined category, Anti-Social Behaviour figure had increased by +5.5% to 1,330 incidents.

3. The Police said that the local criminal elements are well aware of the non-operational nature of the CCTV system.

4. The Safer Liskeard initiative had been set up in 2018 to help to make the residents of Liskeard feel safer and more secure in their community.

5. Of the 16 towns covered by the crime figures, Liskeard has a small population relative to its crime statistics – we are 15th in population but 4th highest in crime figures. Of the 16 only Liskeard and Saltash, do not presently have CCTV. A group in Saltash are looking at CCTV.

6. CCTV is beneficial not just in crime detection and reduction – but also for the health and wellbeing of the citizens – emergency planning – transport management – and in sustaining footfall and thereby economic value to the town centre.

7. The life span of a new set of CCTV camera equipment would be approximately 7 years.

8. The Fire and Community Safety Service were from the Tolvaddon Hub managing the CCTV systems of 11 Cornish towns. With the number of cameras per town ranging from 4 to 21. There was a 7 year contract period to match the predicted lifespan of the CCTV camera.

9. The cost of live monitoring was £1,000 per camera, per year – hence, on the 6 camera system that had been proposed in 2017 - £6,000 per annum.

10. The council has a CCTV replacement nominated reserve of £27,000. The Office of the Police and Crime Commissioner is holding our 2017 expression of interest for a grant of up £15,000 (30%) towards of the capital cost of a replacement CCTV system connecting into an accredited hub.

The councillors present asked that further information be obtained and a report be brought to the next 30th April Council meeting. The Cornwall Council, Fire and Community Safety Service (that operates the Tolvaddon Hub) have offered to show councillors around the monitoring control room and explain the system including the use of real time CCTV operations in the other towns covered by the system. As a result of the Easter break and other previously arranged commitments it did not prove possible to arrange a visit date before the 30<sup>th</sup> April 2019 Council. However, Kevin Thomas (Cornwall Council – Fire, Rescue and Community Safety Service) will attend the Council meeting.

Updated quotes from SSE have not yet been received. However, using their 2017 quote for equipment as a guide. The recommendation from councillors is that the system be live monitored from the Tolvaddon Hub. The previous quote was as a

locally based “record and monitor” system. Therefore, two items are no longer required on the quote. These were:

Item H – Recording and Monitoring Equipment - and Item G – Radio Link to the Police Station – These had a combined total of just short of £20,000.

Replacement CCTV System Gross Cost Estimate –

Item	2017 Cost	2019 Draft Cost
SSE 2017 – Equipment Quote	£48,000 (Possible reduction of £20,000 Items G and H)	£28,000
BT Connection	£10,000	£10,000
Signs Costs	£4,000	£4,000
Gross 2017 Cost	£62,000	£42,000

Funding of Costs – Option 1 £42,000 – Option 2 £50,000

Source	Option 1	Option 2
Council – CCTV reserve	£27,000	£27,000
Council – General reserve * amount adjusted as required.	£2,400	£8,000
Police and Crime Commissioner 30% of capital costs up to maximum grant £15,000	£12,600	£15,000
	£42,000	£50,000

Given that the 2017 scheme was costed at £62,000 to approve a draft replacement CCTV System cost at £50,000 as an upper limit would still see a significant set up cost reduction. Should the actual cost reduction be more significant, the amount required from the General Reserve would be smaller.

**RECOMMENDATIONS:** a). That the Council resolve to provide a replacement CCTV system funded from the reserves and grant. b). That the cost of the live monitoring contract is costed into the draft budgets at budget setting.

**12. NEIGHBOURHOOD PLAN – PROJECT PRIORITISATION – to approve the prioritisation of the Neighbourhood Plan projects. To consider the need for a Neighbourhood Plan Support Group**

Background – The committees have been considering their involvement and input into the progression and support of Neighbourhood Plan projects. The 12<sup>th</sup> March Facilities Committee was cancelled, due to a clash with the Charrette event. The Facilities Committee met instead on 2<sup>nd</sup> April. The minutes are attached. They include Minute 531/18 that the Facilities Committee note that they will have a role in the relevant Neighbourhood Development Plan Projects, as presented, and commit to assist where and when required.

The 19<sup>th</sup> March 2019 Finance, Economic Development and General Purposes Committee considered projects falling within its own remit and included the recommendations arising from the Communication & Engagement Committee and

adopted the minute below which given the input of the Facilities Committee is not put forward as a council resolution.

Neighbourhood Plan Support Group – attached is a letter from the Chairman of the Neighbourhood Plan Support Group. It asks that a Neighbourhood Plan Support Group continue to meet. When this was raised at the Mayor and Chairs group, it was noted that the Planning Committee had agreed to consult with the Chair of the Neighbourhood Plan Support Group as necessary. An annual review of the Neighbourhood Plan projects list by the Town Council would be a good idea. The rate of house construction might trigger a review of the housing allocation in connection with the Government five-year land supply target. The item would go to council for consideration.

**RECOMMENDATION: That the Council adopts the following Neighbourhood Plan Projects.**

**Priority 1 Short Term – Project D - Cattle Market**

**Priority 2 Short/Medium – Combined Project - Project A , B and C – innovation centre/business support hub/skills and training centre/superfast ‘gigabyte’ support. – Short – Medium Term (dependent on location if town centre short term or business park medium term).**

**Priority 3 Short Term – Ongoing – Project K - Sports Pitch and Recreation Provision Project – at Roundbury Parc.**

**Project M - Walking, Equestrian and Cycling Local Infrastructure Plan for Liskeard**

**Project Q - Community energy Scheme - encouraging developers to enable purchasers of new estate properties to benefit from renewable energy through bulk buying and installation of solar PV or thermal equipment on appropriately oriented houses.**

**Project R - Community energy Scheme - promote energy conservation and carbon reduction by facilitating community-led and funded renewable energy projects (e.g. through under-writing of grant applications)**

**13. LISKEARD SCOUTS – USE OF THE LISKEARD ‘LOGO’ – to approve the request of the Liskeard Scouts to use the Liskeard ‘logo’ on their uniforms.**

Background – From time to time, organisations and groups based in the town request the use of the town ‘logo’. The town ‘logo’ is used on our leaflets, display banners and e-mail addresses. It is simple to use and easy to reproduce.

The ‘coat of arms’ of the town is used on more formal items, including public notices, such as, the agenda and the town seal. It is more complex in design and hence in some circumstances does not lend itself well to reproducing to a high standard. ‘Coats of arms’ are granted by the College of Heralds. When a previous local organisation requested advice from the College of Heralds has been to recommend either that the shield element of the ‘coat of arms’ be dropped in order to make it a non-heraldic device or the town ‘logo’

Liskeard Scouts – Have requested the use of the Liskeard logo on their uniform. In particular, to include it on the neck scarf.

**RECOMMENDATION: That the approval is granted to the Liskeard Scouts to use the Liskeard logo on their uniforms.**

**14. MAYORS RESERVED CAR PARKING SPACE 2019/2020 – to consider whether to give up the space reserved for the Mayor during 2019/2020 and reinstate, at a later date.**

Background – the town council has a reserved car parking space for the use of the Mayor in the performance of their duties. In the 2018/2019 financial year, this cost £446.85. Cornwall Council have informed us of a very positive change to their charging policy. For a single user of a car parking space, the charge has come down in the 2019/2020 financial year to £357.48.

Furthermore, under the new scheme, e.g. a small business or a multi car family might benefit from having five car parking passes for a single reserved space for the same cost as a single user car pass space last year.

The Mayor Elect Councillor Rachel Brooks has indicated that she would be happy not to have a reserved Mayors space from 22<sup>nd</sup> May 2019 until the end of her Mayoral term.

The present Mayor Councillor Christina Whitty has indicated the reserved space has been of great benefit in performing her Mayoral duties and is concerned that once given up, it would not be possible to recover the space.

An e-mail response has been received from Cornwall Council car parks, that it would be possible to have a reserved car space back after a Mayoral term. A response is awaited to the follow up question as to whether a charge would be made for the putting up and taking down of the associated signs.

The town council could either:

- retain the parking space for 2019/20 at a cost of £357.48
- not retain the parking space for 2019/20 but refund the parking costs of the current Mayor until 22 May and revisit this issue in Spring 2020, once it is known, whom will be the Mayor in 2020/21. At that point the Town Council, could ask to reinstate the parking space or to add something to the Mayor's allowance, if they need to park in town.

**RECOMMENDATION: That the Council selects one of the options.**

**15. ELLIS WHITTAM – PROVISION OF HUMAN RESOURCES AND EMPLOYMENT LAW ADVICE SERVICES (extension of the current contract by a further 5 years). – to consider the proposal from Ellis Whittam.**

Background – Ellis Whittam provide the town council with specialist advice in respect of employment law and Health & Safety. The current cost per annum is £2,150 not

including VAT. The town council is in year 4 of a 5year contract. The proposal from Ellis Whittam is below:

Current Fee 2019/2020*	£2,150
New Fee – 5 year renewal *	£2,500
Early Renewal Fee*	£2,250
Saving for early renewal	£250 per annum
Current Renewal Date	30 <sup>th</sup> April 2020
Contract Term	5 years

\*costs are excluding the legal expenses insurance which is charged separately at £7.93 for employment law and £3.17 for Health & Safety per head, per annum.

Ellis Whittam have been the town council's contractor for 5 years. To date, they have provided timely specialist advice on a number of occasions. The annual Health & Safety Audit has helped update our systems and procedures and supported appropriate investment in our properties.

The proposed increase from £2,150 to £2,250 is effectively just less than a 5% increase held for 5 consecutive financial years. This is not unreasonable.

**RECOMMENDATION: That the council accepts the proposal.**