

LISKEARD TOWN COUNCIL

AT A MEETING of the **COMMUNICATION AND ENGAGEMENT COMMITTEE** held in the Council Chamber at 7.30 pm on Tuesday 3 February 2015 there were present:

Councillor Rachel Brooks - in the Chair

The Mayor - Councillor Phil Seeva Ex-Officio

The Deputy Mayor - Councillor Jane Pascoe Ex-Officio

Councillors: Roger Holmes, Sue Pike, Anne Purdon, James Shrubsole

Town Clerk: Mr Steve Vinson

Minute Clerk: Mr Stuart Houghton

The Chairman advised of Housekeeping matters and included that the Council was recording meetings.

613/14 APOLOGIES

Apologies were received from Councillors Hella Tovar and Lorna Shrubsole

614/14 DECLARATIONS OF INTEREST

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

615/14 MINUTES OF THE MEETING HELD ON TUESDAY 6 JANUARY 2015

The Chairman proposed, Councillor Pike seconded and the Committee **RESOLVED** that the Minutes of the meeting held on the 6 January 2015 were approved.

Matters Arising

Clerks Report (Minute 547/14)

Councillor Brooks stated that the Liskeard Remembers, the WWI Commemoration, would now be held on 6 November 2015.

616/14 CLERK'S REPORT

The Town Clerk's report on actions since the last meeting had been circulated, and was noted.

In response to questions the following information was given;

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333/14

Communication and Engagement Committee 3 February 2015

- Councillor Tovar had volunteered to be the Councils representative on the Young People in Cornwall Committee, but could not now fulfil the requirements. Councillor Pike volunteered to take her place. The Town Clerk will provide her with details of the group.
- Cornwall Council would not be able to indicate if they would contribute towards the on-street parking order until they had considered all requirements.

617/14 BUDGET TO 31 DECEMBER 2014

The budget to the 31 January was noted as being within the allowances to date.

618/14 SIGNAGE

a. To update on Granite Plinths and Walk Leaflets

The Town Clerk reported that the installation of plinths on the public highway needed to be done by a licensed contractor and Pipers were not licensed. A quotation had been received from Cormac for the installation of the two plinths on the Parade. He also informed the Committee that Cornwall Council had rejected our proposal for the precise location of the plinth at the railway station and this would need further discussion.

Cormac's quotation for installing the plinths on the Parade was felt to be expensive and the office were asked to seek alternative quotes from licensed contractors.

Councillor Brooks stated that she thought the initial funding given to the quarry included the installation of the plinths. It was agreed to see if a refund could be given.

The Mayor proposed, Councillor Pike seconded and the Committee **RESOLVED** that the Chair and the Town Clerk would work out the best value arrangements for installing all the plinths, with an additional budget of up to £3,000 if needed.

The Mayor would attend the plinths launch. Councillor J. Shrubsole said that Councillor L. Shrubsole had been liaising with Walkers are Welcome who had arranged a walk for the launch. It was agreed that Iain Rowe, Ian Piper and the Town Crier should be invited. A press release about the launch would be issued next week.

b. To update on Finger Posts and other signage

The Chair reported that the delivery and erection of the finger post signs was on programme.

Work on "other signage" would start after the completion of the plinths and finger post signs.

Councillor Purdon asked if the brown sign on the approach to the Town from Callington could be relocated. This would be considered when work started on other signs.

619/14 TOWN CENTRE PLANTING

Details of the proposed planting specification had been circulated. The Chair stated that Councillor L. Shrubsole had provided much information about nurseries that might be interested in the scheme and the Head Caretaker had provided the sizes of the beds to be planted.

The Chair proposed, Councillor Purdon seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council **ADOPT** the planting specification.

Two local groups, the Dementia Alliance and the Liskerrett Centre, had said they might be interested in taking over the planting of flower beds on the corner of Dean Street in exchange for a sign promoting their work. It was agreed that, if agreement could be reached with one of them, the two beds would be excluded from the specification.

620/14 CIVIC EVENTS

The Mayor stated that he wanted to review the list of events that the Council was involved in. The Mayor's Carol service was one of many that took place in a short period. The Mayor Choosing events he had attended at other Councils had a more "inclusive" feeling and, it would be good to find ways to increase attendance at events.

A number of options for the carol service were discussed, including dropping it altogether or holding it jointly with a local church, possibly in conjunction with the Mayor's Chaplain.

It was agreed that a wider group of organisations should be approached to have a stall at the Mayor's Mini Market on 21 March. The TIC would be asked to pass their list of local organisations to the Mayor's Secretary so she could send out invitations more widely.

Beating the Bounds should revert to the traditional date of Rogation Sunday, which this year is 10 May.

It was agreed that the Deputy Mayor and Councillor Purdon would liaise with the Mayor's Secretary to review the invitations for Mayor Choosing.

Councillors also agreed that they would ask Launceston, Callington, Saltash, Bodmin, Totness and Frome Councils for details of their annual Town Meeting.

Nomination forms for next year's Mayor are available in the Office. Nominations are to be received by 1200 noon on Tuesday 17 March 2015.

621/14 TIC REPORT

The TIC report had been circulated and was noted.

The report asked that the Council considered having an A-Frame advertising board that could be put out each day or display an advertisement in the notice board.

Members thought that the A-Frame would block the footpath and asked that they explore the possibility of being included on the banner that the Museum was considering.

The report also requested permission to increase the fees charged to people advertising accommodation on the Website. The mayor proposed, Councillor Holmes seconded and the Committee **RESOLVED** to **RECOMMEND** that the charges for advertising accommodation on the Website be increase to £40.

622/14 **CORRESPONDENCE**

None.

623/14 **DATE OF NEXT MEETING**

The next Communication and Engagement Committee meeting would be at 7.30 pm on Tuesday 9 March 2015.

Communication and Engagement Committee – 3rd February 2015

4. Clerk’s Report Agenda Item 4 – update on actions and works

Meeting & Action	Update	Who & When
C & E June Unauthorised banners. Promotional banners.	Cormac have been contacted and the scheme used in Plymouth explained to them. At the moment Cornwall does not have a corresponding scheme. We offered to work with Cornwall Council/Cormac on a project to pilot the idea in Cornwall.	Town Forum, CC and TC
C & E June	Google Calendar now set up on the Council website on the Homepage under the “Town Council Calendar meeting and info” section. Staff being trained in how to operate uploading data to Google Calendar.	TC and SH
C & E Oct. On Street Parking Order	8 th January response from Cornwall Council - The cost for this work is likely to be in the region of £1,500 this is based on historical scheme data and Google Street View information and as such may be subject to change. The design fee for this type of scheme is likely to be £4,500 however this may increase depending on the nature of the consultation and the responses received or should there be a desire to include other restrictions/areas. Before any consultation can take place the scheme will need to be agreed by Cornwall Council (as the highway authority).	TC C & E
C & E Nov Young People Cornwall	Due to timetabling issues on both sides the meeting has not been held. Meeting will be organised with an alternative Councillor representative due to family issues.	TC end of Feb

6. Signage

a). To update on the granite plinths and walks leaflets

Granite Plinths

Plinths completed. Cormac licences for Installation have been applied for with a request to enable plinth installation before 20th February.

Walks Leaflets

The walks leaflets have now been printed and delivered to the TIC and the Town Council offices. Distribution will link with the installation of the plinths.

b). To update on the fingerposts and other signage

Finger posts

Furnitubes are due to deliver the finished fingerposts to them by 3rd February. Cormac have indicated that the fingerposts will be installed in time for 20th February.

Other Signage

Check with Cormac and Cornwall Council as to budgets for 2015/2016 to see what is possible relative to our signage list.

7. To discuss town centre planting specification, below and attached. Resolved to adopt the specification with any amendments, and invite tenders.

LISKEARD TOWN CENTRE PLANTING

Liskeard town council is inviting submissions to provide the planting in the town centre from autumn 2015.

Please submit to the Town Clerk, Liskeard Town Council by 24th April 2015

- Your costed proposals on how you will meet our brief.
- Examples of similar successful planting schemes.
- Two references from other clients.

To discuss this further please contact...

Success criteria

- The plants make a major contribution to the attractiveness of the town centre, with a clear colour scheme (to be agreed with the town council) and a range of sizes and shapes.
- The plants provide interest and colour all year round.
- The plants are suited to their locations and will do well in a range of weathers.
- The plants only need minimal maintenance, for example not needing substantial pruning or deadheading during the season.
- The contract provides good value for money.

Issues to consider

- What should be the right balance between permanent/multi season planting and annual bedding?
- How can the plants appeal to a range of senses?
- What is the scope for enhancing the natural environment, especially by including plants which are good for insects?

What is needed

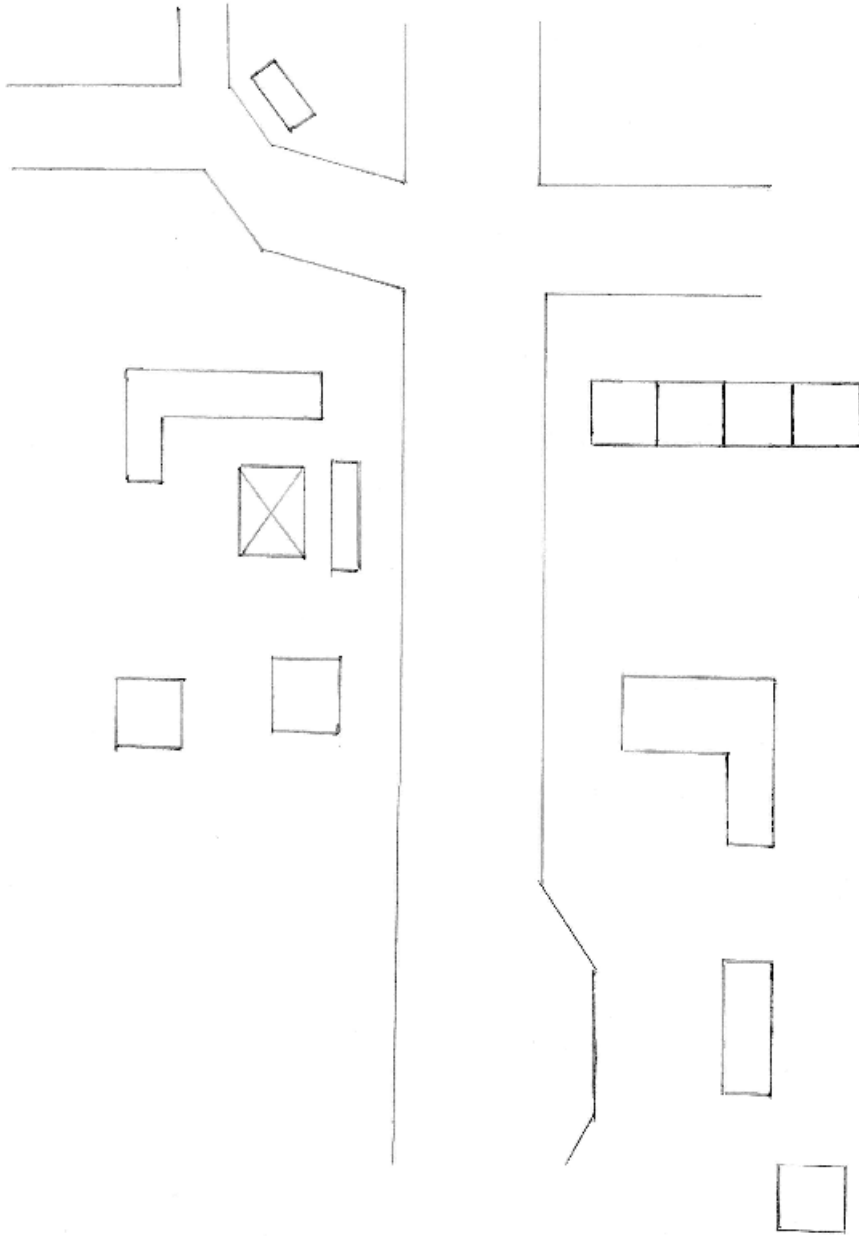
The contract covers plants and detailed planting schemes to provide year-round interest for the 11 town centre beds and one roundabout shown in the attached table, diagrams and photographs.

Liskeard Town Council

Flower beds on The Parade, Dean Street & Plymouth Rd Roundabout

Bed No.	Dimensions	Planting area	Approx. No. of bedding plants	Comments
1	2.2m x 0.75m	1.65 Sq Mtrs	36	Granite trough
2	11.1m x 0.85m + 1.4m x 1.4m	11.4 Sq Mtrs	260	
3	1.9m x 0.45m	0.85 Sq Mtrs	35	Granite trough
4	1.1m x 1.1m	1.21 Sq Mtrs	40	
5	1.1m x 1.1m	1.21 Sq Mtrs	40	
6	2.3m x 0.9m per bed	2.07 per bed 8.28 Sq Mtrs total	75 per bed 300 total	Four, tiered beds
7	4.3m x 0.9m + 2.9m x 0.9m	6.48 Sq Mtrs	116	
8	3.4m x 0.9m	3.06 Sq Mtrs	68	
9	1.1m x 1.1m	1.21 Sq Mtrs	40	
10	2.2m x 0.8m	1.76 Sq Mtrs	40	
11	1.2m x 0.85m + 1.1m x 0.5m	2.33 Sq Mtrs	84	
Plymouth Road Roundabout	1 x Round bed 6m dia. 2 x Round beds 1.8 m dia.	9.42 Sq Mtrs 28.27 Sq Mtrs	200 800	
Totals	Total beds Total R/bout Grand Totals =	39.44 Sq Mtrs 37.69 Sq Mtrs 77.13 Sq Mtrs	1059 plants 1000 plants 2059 plants	

All dimensions are internal (soil area)



8. Civic Events, list attached, to discuss the future organisation of the events.

Below is a draft list of this years Civic Events organised by the Town Council.

CIVIC EVENTS

FEBRUARY Methodist Church Civic Service 1st Sunday in February (1st this year)

<u>MARCH</u>	Nominations for Mayor, Council meeting	17 Feb
	Mayor Mini Market	21 Mar
<u>APRIL</u>	Announce new Mayor, Council meeting	21 Apr
<u>APRIL</u>	Catholic Church Civic Service has to be confirmed with the Church. Date depends on the church services	
<u>MAY</u>	Beating the Bounds	10, (Rogation Sunday)
	Annual Town Meeting	12 May
	Mayor Choosing	20 May
<u>JUNE</u>	Civic Service, St Martins	14 Jun
<u>DEC</u>	Mayors Carol Service	13 or 20



VISIT LISKEARD
FOR THE EXPLORER IN YOU

Update since 26th November 2014

Liskeard Information Centre

Foresters Hall, Pike Street, Liskeard, PL14 3JE

Tel 01579 349148, Fax 07092 399866

tourism@liskeard.gov.uk

www.visitliskeard.co.uk

Visitor Numbers

In November we had 203 visitors compared with 187 in 2013, to date in January we have had 403 visitors compared with 427 the previous year - I expect to have exceeded last year's total by the end of the month. Pre-Christmas profits were up slightly on last year, sales in January are currently a little lower than last year. We are currently selling tickets for the Lions and Menheniot pantomimes, Liskeard Concert Series and the spring concert of the Liskeard Chamber Players. We are also selling tickets for the Miracle Theatre production of 'Dr Livingstone I Presume?' via Cornish Riviera Box Office.

Giving and Living Show

Clare and I attended the Giving and Living gift trade show in Exeter this month, we made contact with a lot of suppliers, many of them local, and have a lot of ideas for new stock to freshen up the gift shop for the coming season. It is apparent that many local people do not know we have a shop and are pleasantly surprised when they come in and see what we have on offer. Since we do not have a shop window in which to advertise we have been discussing ways in which to promote the shop. Options include putting a poster in the existing notice board on the front of the building, or purchasing an A-frame to stand in front of the entrance.

TIC/CIC Meeting

I attended a meeting of the TIC/CIC group. We were advised that the TICs as a group have not sold enough membership to the LetsGoCornwall website to cover the imminent bill for the DMS for the coming year. Some suggestions were made of big companies who could be approached to take out advertising on the site to cover the cost. If this does not happen it was felt that the cost should be split between the TICs within the group, the bill would be approximately £1,000. However, I stated that we do not make very much use of the DMS at all (we only use it when booking accommodation, it is not essential to the way we arrange bookings and we make very few each year. We also do not use it to power our website which most of the major TICs do) and as such we would not be able to contribute towards the cost and, if necessary, would leave the group at that point.

I am very keen to stay a member of the group and to continue to support LetsGoCornwall, it is a useful way to keep in touch with the other TICs, to discuss issues and best practice and to support each other but I do not feel we can justify the cost. I am hopeful that should a charge be made to the TICs that those that have DMS powered websites would split the contribution between themselves and the smaller TICs would lose access to the DMS but could still remain within the group in some capacity.

Accommodation Membership Renewals

We will shortly be sending out renewals for our accommodation membership. For many years now we have charged £30 + VAT, although many people are still feeling the pinch I think it would be reasonable to make a small increase in the charge. I believe that £50 + VAT is a reasonable sum, it is in line with what other small TICs charge and is less than £1 per week, however, it is over a 50% increase and would likely be met with resistance from our providers, many of whom have been loyal to us for many years. I suggest that this year we increase the fee to £40 + VAT and look at a further increase in a year or two.

Vicky Cutts

27th January 2015

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