

## **LISKEARD TOWN COUNCIL**

The **MINUTES** of the **MEETING** of **LISKEARD TOWN COUNCIL** held in the Council Chamber on Tuesday 17 February 2015 at 7.30 pm

### **PRESENT**

The Mayor - Councillor Phil Seeva - in the Chair

The Deputy Mayor - Councillor Jane Pascoe

Councillors: Rachel Brooks, Ian Goldsworthy, Sally Hawken, Sue Pike, Joe Poulson, Tony Powell, Anne Purdon, James Shrubsole, Lorna Shrubsole and Christina Whitty

Town Clerk - Steve Vinson

Minute Clerk- Stuart Houghton

Mayor's Chaplain - The Reverend Mark Pengelly

Before the commencement of the meeting, the Mayor invited his Chaplin to lead with prayers.

### **647/14 OPEN SESSION**

No members of the public were present.

The Mayor then convened the Council and informed as to Housekeeping matters and announced that the meeting would be recorded.

### **648/14 APOLOGIES**

Apologies were received from Councillors Roger Holmes, Adam Hodgkins and Hella Tovar

### **649/14 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON REGISTERABLE**

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

### **650/14 MAYOR'S REMARKS**

The Mayor reported that he had attended the Lions pantomime, he and his family enjoyed it but being kissed by a man in women's clothing had not been his highlight of the year!

He had also attended that AGM of the Liskeard Silver Band, he was pleased to be

able to report that it was on a firm footing and was impressed by its involvement with young people.

The Lord Lieutenant of Cornwall had attended the relaunch of the Museum yesterday; the Museum was a credit to the Town and the Curator. A photograph of Norman Pampling, after he received his MBE, had been displayed in the Council Chamber.

Forthcoming events included the Methodist Church Service and the launch of the granite plinths and walks this Friday.

The Town Crier Newsletter was ready for distribution by Councillors. The delivery of the newsletter by Councillors saved a considerable amount by not paying for delivery by the Post Office, and also saved printing costs as the Newsletter did not have to be printed for delivery to the whole Post Office area.

He referred to the travellers camping in Westbourne car Park as he knew that Councillors had received comments from the public about them and asked Councillor Hawken to give an update as she had been liaising with Cornwall Council about this.

Councillor Hawken said that both Cornwall Council and the Police had visited the site and had reported that, to date, no problems had arisen. The reports of misbehaviour were rumours.

The families were paying car park charges for their vehicles, and had been asked to pay for the caravans. They intended that their stay would be short and stated that they would not leave any mess when they left.

Cornwall Council were following their protocol for this event.

#### **651/14 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 20 JANUARY 2015**

The Mayor proposed, Councillor L. Shrubsole seconded and the Council **RESOLVED** that the Minutes of the Meeting of the Town Council, held on Tuesday 20 January 2015, be adopted.

#### **652/14 CLERK'S REPORT**

The Town Clerks report was noted.

## 653/14 COMMITTEE REPORTS

### a) PLANNING COMMITTEE HELD ON TUESDAY 20 JANUARY 2015

The Deputy Mayor proposed, Councillor Hawken seconded and the Council **RESOLVED** to adopt the Minutes of the Planning Committee Meeting held on Tuesday 20 January 2015.

### b) COMMUNICATION & ENGAGEMENT COMMITTEE HELD ON TUESDAY 6 JANUARY 2015

Councillor Brooks proposed, Councillor L. Shrubsole seconded and the Council **RESOLVED** to adopt the Minutes of the Planning Committee Meeting held on Tuesday 6 January 2015.

#### Resolutions

a. Councillor Brooks proposed, The Deputy Mayor seconded and the Council **RESOLVED** to adopt the proposed planting Specification.

b. Councillor Brooks proposed, Councillor J. Shrubsole seconded and the Council **RESOLVED** that the TIC increase its Website accommodation advertising charges to £40.

### c) MUSEUM MANAGEMENT COMMITTEE HELD ON TUESDAY 10 FEBRUARY 2015

Councillor Goldsworthy proposed, Councillor Brooks seconded and the Council **RESOLVED** to adopt the Minutes of the Museum Management Committee Meeting held on Tuesday 10 February 2015.

#### Resolution

a. Councillor Goldsworthy proposed, Councillor Purdon seconded and the Council **RESOLVED** to recruit a Curator for the Museum on the terms and Condition's provided and that the position would be advertised on specialist websites and the Town Council's Website.

b. Councillor Goldsworthy proposed, Councillor Brooks seconded and the Council **RESOLVED** to adopt the revised Person Specification provided.

The Minutes of the last meeting of the Museum Management Committee expressed the Committee's gratitude to the Curator for her enthusiasm, dedication and for the improvements that she had made to the Museum. Councillor Brooks proposed, Councillor Goldsworthy seconded and the Council **RESOLVED** to formally express its thanks and gratitude to the Curator for her dedication and productivity whilst employed by the Council.

#### **d) PROPERTY COMMITTEE MEETING TUESDAY 10 FEBRUARY 2015**

Councillor Goldsworthy proposed, Councillor Hawken seconded and the Council **RESOLVED** to adopt the Minutes of the Property Committee Meeting held on Tuesday 10 February 2015.

#### **Recommendations**

a. Councillor Goldsworthy proposed, Councillor Pike seconded and the Council **RESOLVED** that technical advice be sought regarding the best specification of PV panels and supporting equipment for the Public Hall.

b. Councillor Goldsworthy proposed, Councillor Pike seconded and the Council **RESOLVED** that the agreement with Cornwall Council for the Multi Use Games area, the Grass Field and the Car Park, at Rapsons Field, be passed to the Devolution Working Group.

c. Councillor Goldsworthy proposed, Councillor Whitty seconded and the Council **RESOLVED** that the ownership of the boundary between the Multi Use Games Area and the neighbouring property be checked with the Land Registry.

d. Councillor Goldsworthy proposed, Councillor Hawken seconded and the Council **RESOLVED** that a topographical survey be made of Westbourne Gardens.

e. Councillor Goldsworthy proposed, Councillor Pike seconded and the Council **RESOLVED** that the decision for the need for a structural survey of the boundary wall of Westbourne gardens be passed to the Devolution Working Group.

f. Councillor Goldsworthy proposed, Councillor Hawken seconded and the Council **RESOLVED** to submit an application to the Rural Community Energy Fund for funding to enable consideration of Rural Community Energy Schemes.

g. Councillor Goldsworthy proposed, Councillor Hawken seconded and the Council **RESOLVED** that the clearance of the drainage ditch at Rapson's Field, along the boundary with our neighbour, be carried out.

#### **654/14 ESTABLISHMENT OF THE DEVOLUTION WORKING GROUP - TERMS OF REFERENCE AND MEMBERSHIP**

The Mayor introduced this item, he said that Saltash Council had agreed that we could use their Terms of Reference as a template for ours; he was aware that eleven of our Councillors had expressed an interest in joining the working group but he suggested that the membership of the group be restricted to a total of 6. If there was disagreement over this, he would recommend that the

group consist of the Mayor, Deputy Mayor, Councillor Hawken as a dual hatted member, and one from each of the other wards.

Being a member of the working group would involve many meetings, both internal and external which would create a very large workload. He asked Members to consider if they had the time to be committed to the working group.

Members discussed the merits of a larger group, the reporting stream and the Terms of Reference. They agreed that the final document would be live and could be amended by agreement.

Councillor J. Shrubsole proposed, Councillor Hawken seconded and the Council **RESOLVED** that; where a direction of travel or decision overlaps with the interests of the Neighbourhood Plan, the Neighbourhood Plan Steering Group would be consulted and any necessary public engagement would be co-ordinated and/or streamlined.

Councillor Goldsworthy proposed, Councillor Brooks seconded and the Council **RESOLVED** that the Devolution Working Group should report monthly to the Council.

Councillor Powell proposed, Councillor Hawken seconded and the Council **RESOLVED** that item iv, Decision Making, should be removed from the draft Terms of Reference.

The Mayor proposed, Councillor Brooks seconded and the Council **RESOLVED** to adopt the draft Terms of Reference for the Devolution Working Group with the forgoing amendments.

**655/14 CORNWALL COUNCIL SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT (DPD)**

The document had been previously circulated.

Councillor Brooks proposed, Councillor J. Shrubsole seconded and the Council **RESOLVED** to **ADOPT** the site allocations development plan document.

**656/14 CORNWALL COUNCIL PLANNING DECISIONS FOR INFORMATION ONLY**

The Planning Decisions, as circulated, were noted.

**657/14 ACCOUNTS – TO APPROVE ACCOUNTS FOR PAYMENT AS PER ADDENDUM NO 2 – AS CIRCULATED**

Councillor Purdon declared an interest in item 101448 and the Deputy Mayor in item 101470.

It was **RESOLVED** to accept the accounts for payment.

**658/14 OTHER REPORTS**

None.

**659/14 CORRESPONDENCE**

None.

**/14 DATE OF NEXT MEETING**

The next meeting of the Town Council would be on Tuesday 17 March 2015 at 7.30 pm in the Council Chamber, Public Hall, West Street, Liskeard.

**/14 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Not required

Meeting & Action	Update	Who & When
St Cleer Neighbourhood Plan 2015/2030	Town Council response submitted on 21 <sup>st</sup> Jan. Acknowledgement and thanks for comments received.	TC 23 <sup>rd</sup> Jan
Budget and Precept Setting 2015/2016	Town Council precept notification form 2015/2016 sent to Cornwall Council 21 <sup>st</sup> Jan. Receipt acknowledged.	TC 30 <sup>th</sup> Jan.
Setting Objectives – Council Meeting	Objective setting questions circulated all Councillors 4 <sup>th</sup> Feb. Liskeard Neighbourhood Plan Public Consultation circulated 10 <sup>th</sup> Feb	TC Feb Council
Town Council Response to Cornwall Council Car Parking Consultation. Additional response collated from the Councillor comments submitted. As under update:	"We have supplied our comments to you on 18th December regarding car parking charges for Liskeard outlined below. Some of these have been reflected in your Car Parking Consultation. We appreciate that any additional comments need to be within the framework of the consultation and that your further leeway for adjustment is limited. Hence the Town Council has limited itself to only one final point which is with regards the 2 hour slot. Can you keep this at the current £1 for 2 hours?. If you are not able to do so then can you limit the increase to £1.30 rather than the £1.50 of the consultation?"	TC 30 <sup>th</sup> Jan.
Town Centre Partnership – Interim Arrangements	TC met with Town Centre Partnership to review draft contract. Draft contract sent to contractor providing Town Centre Coordinator service.	TC Feb Council

**10. Establishment of the Devolution Working Group – Terms of Reference and Membership – To receive, consider and adopt the draft Terms of Reference and the Membership**

**10.1 Background** The January meeting of the Council resolved to establish a Devolution Working Group. To assist in this process this report looks at the Terms of Reference and Membership of the Devolution Working Group.

**10.2 Terms of Reference** As suggested at the last Council meeting the Terms of Reference of the Saltash Town Council Devolution Working Group have been obtained and are below.

Saltash Town Council

DOG Terms of reference

Authority

From full council on 06.11.14 ‘STC adopt the strategy of negotiating to take on a range of feasible services and buildings, including some that Cornwall is not necessarily offering at the moment but might be willing to devolve’ and ‘DOG be given broad authority to negotiate with Cornwall Council based on the package chosen, with STC retaining the ultimate authority to accept or reject, but not necessarily to amend, any package agreed’

Membership

3 town-only Councillors, 1 dual-hatted Councillor and the Mayor, appointed by full council, plus another councillor co-opted by the group if required, ideally covering all four wards. Town Clerk to attend and advise, and group to elect its own Chairman. Quorum is three councillors including the Mayor or Chairman.

Decision-making

**DOG** shall have authority, without reference to full council, to take all actions that are reasonable, necessary and legal to assemble a coherent final package for devolution of services and/or buildings, to be put to full council for approval or rejection, including but not limited to:

- i. Agreeing which services and buildings to negotiate over.
- ii. Agreeing delivery models to explore.
- iii. Consulting with others and seek appropriate advice on possible options, including legal advice (within budget).

- iv. Entering negotiations with other bodies, such as other councils or organisations, as appropriate.
- v. Seeking provisional quotes or tenders for work.
- vi. Approving, rejecting or seeking amendment for detailed points discussed in negotiations
- vii. Proposing budget lines direct to P&R or full council as time allows for the 2014/15 and subsequent budgets.

However DOG may at no point make any irrevocable commitment, except within its own operating budget.

Where necessary DOG may make decisions by email or phone, provided that all members have been contacted and responded.

**Individual members of DOG** may be given authority to explore particular service areas or buildings and report back.

**Individual councillors** shall have the right to see the informal notes of DOG on request, to attend meetings (time to be supplied on request) and to submit opinions via the Chairman.

**Full Council** shall have the authority to approve or reject the package put to it by DOG.

#### Recording

Informal notes, focusing on Action Points, will be taken by the clerk, approved by the Chairman, and circulated to DOG members. They will be available to other councillors on request, and to the public via freedom of information requests (with any necessary exceptions due to commercial confidentiality etc)

#### Negotiations

Detailed negotiations will ordinarily be carried out, in person or by email, by the Chairman and Clerk, with others present/copied-in as appropriate. Any detailed points provisionally agreed in these negotiations will be reported back to DOG for confirmation, rejection or suggested amendment; all as part of the final package to be put to full council. For some meetings it may be appropriate all DOG members to be present.

#### Budget

Subject to full council approval DOG will have a budget of £2,000 from general reserves, with a temporary delegated authority to the Clerk in consultation with the Chairman to approve spending up to £500 on any items, and DOG to approve any expenditure within budget (expiring 01/04/15 unless extended by council), . This is for necessary fact finding trips, expert advice as reasonably required etc.

### **10.3 Liskeard Town Council – Devolution Working Group Proposed Terms of Reference**

With the Saltash Town Council Terms of Reference as a template the proposed Liskeard Town Council Terms of Reference are outlined below:

#### **Liskeard Town Council**

##### **Devolution Working Group (D.W.G.) Terms of Reference**

###### **Authority**

From full council on 16th September 2014 'LTC Finance & Strategy undertake the examination of the possible involvement of the Town Council in service delivery' currently under CC remit beginning with list of options: Finance & Strategy dated 23rd September 2014.

and 'DOG be given broad authority to negotiate with Cornwall Council based on the package chosen, with LTC retaining the ultimate authority to accept or reject, but not necessarily to amend

###### **Membership**

3 Town Council only Councillors, 1 Cornwall Council and Town Council Councillor, the Mayor and Deputy Mayor, appointed by full council, representing both Committees and ideally covering all three wards. Town Clerk to attend and advise, and group to elect its own Chairman. Quorum is three councillors including the Mayor or Chairman.

###### **Decision-making**

**DOG** shall have authority, without reference to full council, to take all actions that are reasonable, necessary and legal to assemble a coherent final package for devolution of services and/or buildings, to be put to full council for approval or rejection, including but not limited to:

- i. Agreeing which services and buildings to negotiate over.
- ii. Agreeing delivery models to explore.
- iii. Consulting with others and seek appropriate advice on possible options, including legal advice (within budget).
- iv. Entering negotiations with other bodies, such as other councils or organisations, as appropriate.
- v. Seeking provisional quotes or tenders for work.
- vi. Approving, rejecting or seeking amendment for detailed points discussed in negotiations.

vii. Proposing budget lines direct to Finance & Strategy or full council as time allows for subsequent budgets.

However DOG may at no point make any irrevocable commitment, except within its own operating budget.

Where necessary DOG may make decisions by email or phone, provided that all members have been contacted and responded.

**Individual members of DOG** may be given authority to explore particular service areas or buildings and report back.

**Individual councillors** shall have the right to see the informal notes of DOG on request, to attend meetings (time to be supplied on request) and to submit opinions via the Chairman.

**Full Council** shall have the authority to approve or reject the package put to it by DOG.

#### Recording

Informal notes, focusing on Action Points, will be taken by the clerk, approved by the Chairman, and circulated to DOG members. They will be available to other councillors on request, and to the public via freedom of information requests (with any necessary exceptions due to commercial confidentiality etc)

#### Negotiations

Detailed negotiations will ordinarily be carried out, in person or by email, by the Chairman and Clerk, with others present/copied-in as appropriate. Any detailed points provisionally agreed in these negotiations will be reported back to DOG for confirmation, rejection or suggested amendment; all as part of the final package to be put to full council. For some meetings it may be appropriate all DOG members to be present.

#### Community Engagement

Where a direction of travel or decision overlaps with the interests of the Neighbourhood Plan, the relevant NP WGs will be consulted fully and any necessary public engagement exercises streamlined.

#### Budget

The Town Council has approved an increase in the Property Committee's Projects budget from £5,000 to £10,000 2014/2015 to 2015/2016. Within this is a special provision of £5,000 for "Professional Fees e.g. survey and legal work associated with assessing property transfers from Cornwall Council". This budget could also be used to cover fact finding trips, expert advice as reasonably required etc.

On occasions if it is necessary, to assist in the speed of decision making, the Chairman in consultation with the Town Clerk to approve spending up to £500 on any items, and DOG to approve items of expenditure up to £1,000 within budget.

#### **10.4 Membership**

The Terms of Reference looks at establishing a small working group of 6 Councillors representing West, East and North wards. We have had 11 Councillors express an interest in being on the Devolution Working Group. It is considered that 6 might be a more practical number. With the Mayor and Deputy Mayor already defined as members this would leave 4 other Councillors for Council to select.

These being:

One Town Councillor who is also a Cornwall Councillor.

Three other Town Councillors.

**RECOMMENDATIONS: That the Council resolves to adopt the Terms of Reference outlined above for the Devolution Working Group. That the Council identifies and approves four Councillors to serve on the Devolution Working Group with the Mayor and Deputy Mayor.**

**11. Cornwall Council – Cornwall Site Allocations Development Plan Document (D.P.D.) – To receive, consider and approve the Liskeard section of the Cornwall Site Allocations D.P.D.**

**Background** On 5<sup>th</sup> February the Town Council received the Liskeard section of the Cornwall Site Allocations Development Plan Document. The Planning Service at Cornwall Council asks that the Town Council consider and if acceptable approve and confirm in writing by early March. A subsequent conversation confirmed that the 17<sup>th</sup> March Town Council would be too late to meet their requirement and consequently all Town Councillors were forwarded this section on 5<sup>th</sup> February to allow early consideration of the item. The Liskeard section was also forwarded to the Liskeard Neighbourhood Plan coordinator (Steve Besford-Foster) for any comments.

**Recommendation:** Subject to the views of Council it is recommended that the Liskeard section of the Development Plan Document as outlined below be approved and confirmation of this be forwarded to Cornwall Council.

**Cornwall Council – Cornwall Site Allocations Development Plan Document**

**Liskeard**

Located in South East Cornwall, Liskeard is one of Cornwall's oldest urban and market centres; it has significant historic buildings and townscape and its setting on its hilltop overlooking wide tranches of landscape is an important characteristic of the town. Liskeard has a population of 9,417<sup>[1]</sup>, plus the town acts as the local service centre to the many smaller surrounding settlements. Liskeard benefits from good transport links, with it being located on the A38 and having a mainline railway station (London-Penzance) within the main urban area.

The Cornwall LP:SP has targeted Liskeard with the delivery of 1,250 new dwellings within the Plan period, together with at least 12,400sqm of office space and 14,200sqm of industrial space. In addition, the Cornwall Retail Study Update (2014), indicates that there is the capacity to deliver a further 1,500sqm of convenience retail and 2,500sqm of comparison retail floorspace within the Plan period. **Table XX** sets out delivery against these targets.

<b>Table XX: Liskeard's delivery against targets and capacity estimates</b>					
	<b>Dwellings</b>	<b>Employment Space (sqm)<sup>2[2]</sup></b>		<b>Retail Capacity at 2015 (Net sales area - sqm)</b>	
		Office	Industrial	Convenience	Comparison
<b>Target / Capacity</b>	<b>1,250</b>	12,400	14,200	<b>1,485</b>	<b>2,536</b>
Net Completions (Apr10-Mar14)	158	-138	3,053	N/A	N/A
Net Extant Permissions (@ Mar-14)	615	1,286	4,925	N/A	N/A
Net windfall projection	85	N/A	N/A	N/A	N/A
Net additional urban capacity	22	N/A	N/A	N/A	N/A
<b>Residual Target / Capacity</b>	<b>370</b>	<b>11,252</b>	<b>6,222</b>	<b>1,485</b>	<b>2,536</b>

It is recognised that growth on this scale will require enhancements to Liskeard's infrastructure. This includes:

- **Transportation:** To enable the proposed growth, highway improvements are required on the A38 Island shop Roundabout; in addition other localised highway capacity improvements will be required, this will be addressed through the Neighbourhood Development Plan and by individual applications. Furthermore, to reduce the impacts upon the highway network the delivery of enhanced sustainable transport measures will be expected.
- **Education:** The proposed growth will generate demand for approximately 80 to 90 additional primary school places over the Plan period; this will be delivered through the expansion of existing schools, or the delivery of a new school, which would be located on the edge of the Addington development (PA10/03248), where land for a school has been reserved. There is sufficient spare capacity at Liskeard School & Community College to accommodate future demand within the Plan period for secondary school places
- **Open Space:** Cornwall Council has produced standards for the future delivery of open space<sup>3[3]</sup>; **Table XX** summarises the space requirements for Liskeard:

<b>Table XX: Liskeard Open Space Requirements<sup>4[4]</sup></b>		
	Additional Space per new dwelling (sqm)	Enhancements of existing space per new dwelling (sqm)
Parks, amenity	20.11	0
Natural Space	29.80	2.98
Public sport	36.16	0
Children's equipped play	1.61	0
Teen provision	0.58	0
Allotments	1.73	0
	89.99	2.98

Liskeard is developing a Neighbourhood Development Plan, which will include planning policies to address the delivery of the housing and commercial targets set out within the Cornwall LP:SP; plus will set out in more detail the infrastructure expected to support the proposed growth.