

Minutes of the Meeting of St Ives Town Council held in the Council Chamber, The Guildhall, St Ives on Thursday 18 July 2013 at 7.00 pm

PRESENT

Chairman – Councillor C C Nicholls (Town Mayor)

Vice-Chairman – Councillor T M Williams (Deputy Town Mayor)

COUNCILLORS

Andrewes T

Armstrong M

Birch R

Douglass P A

Glanville R

Lait R E

Laity N P

Mitchell A P

Robertson M

Symons J H

Tanner J

Tanner S J

Taylor L J

Tulley R

OFFICERS

Town Clerk

Administrative Assistant

Visitor & Information Centre Assistant Manager

APOLOGIES FOR ABSENCE – none received

21. APPOINTMENT OF ALAN MAJOR AS SERGEANT AT MACE, AND THE CHARTER OATH

As Alan Major had been unavailable to attend the Mayor Choosing Ceremony on 20 May, he attended this as the next scheduled meeting of the Council to swear the Charter Oath and be appointed as Sergeant at Mace for the coming year.

22. POLICE LIAISON SESSION

Sgt Mike Friday attended to present the police report as circulated at the meeting.

One of the specific matters that he raised related to the fires being held on the West of Porthmeor Beach – currently an activity permitted as the byelaw only bans fires on half of the beach.

A suggestion made was that if fires must be permitted, whether they could be constrained to only be barbeques or fires in a container.

It was noted that this was a matter raised last year at which time it had been agreed to ask Cornwall Council to address the situation. Investigations into options last year had stalled as it had been considered the responsibility of the police and the beach lessees. Councillor Andrewes advised that he had requested Cornwall Council officers to re-open the matter and to further investigate action that could be taken to ameliorate the problem.

General questions raised were:

- Carnstabba – activities at night on Rosewall Hill which the police were requested to

action

- Attack on a bus driver on the Tesco route – what action is being taken by police?
- Speeding on the Stennack – Councillor Mitchell was in talks with Highways and so would be happy to also work with PC Saint to work to address speeding
- Agreed that the issue of fires on Porthmeor Beach needed to be addressed.

Sgt Friday gave an undertaking to follow up on the issues raised and to report back to the relevant Councillors. He also encouraged anyone with reports for the local police team to ring through on the Neighbourhood Team's telephone number.

The Mayor thanked Sgt Friday for his attendance at the meeting and for his full and comprehensive report.

23. REPORTS FROM COMMUNITY ORGANISATIONS

None.

24. REPORTS FROM CORNWALL COUNCILLORS AND / OR THE COMMUNITY NETWORK PANEL

Councillor Andrewes had circulated a written report prior to the meeting. Many items were considered elsewhere on the agenda and he also highlighted the recent Ofsted inspection of St Ives School and related implications, also the action that Cornwall Council was taking to reduce A Frames on pavements.

Whilst considering the item relating to street cleaning, the Mayor spoke highly of the town's street cleaner.

25. PUBLIC SPEAKING

Commodore Simon Ashmore and Vice-Commodore Martin Rawling attended to call on the town council for support in their request to Cornwall Council not to implement the significant increase in their fees for the use of the area used in the Sloop Car Park. Documents to support their request were circulated at the meeting.

26. CHAIRMAN'S ANNOUNCEMENTS

The standing item, Edward Hain Hospital was omitted from the agenda when printed and so will be an additional item on this meeting's agenda.

Additional reports in view of urgency:

- Report 12 – Street Trading Application – Mr R Osborne
- Report 13 – Hayle Day Care Centre
- Report 14 – Huers Hut

27. **DECLARATIONS OF MEMBER / OFFICER INTERESTS**

Councillor Andrewes declared an Interest in Minute 41 (street trading application), due to business relationship, and withdrew from the meeting during its consideration.

Councillor Laity declared an Interest in Minute 37 (Twinning request) as a member of the Arts Club and in Minute 30 (Sailing Club fees) as a member of the sailing club, and withdrew from the meeting during consideration of each of these items.

Councillor Nicholls declared an Interest in Minute 37 (Twinning request) as a member of the Arts Club and withdrew from the meeting during consideration of this item.

Councillors Laity, Mitchell, Nicholls, Symons and Tulley each declared hospitality received in connection with Minute 31 (St Ives Tourist Association) as they had attended an evening meal hosted by the Tourist Association to discuss the matter to be considered later in the meeting. Having declared the hospitality, they remained in the meeting and took part in the discussion.

28. **REQUESTS FOR DISPENSATION**

None.

29. **MINUTES**

RESOLVED – that the Chairman signs as a true and correct record:

the minutes of the reconvened meeting of the 14 February Council meeting held on 18 April 2013;
the minutes of the Council meeting held on 18 April 2013;
the minutes of the Annual Meeting of the Council held on 20 May 2013;
the minutes of the reconvened Annual Meeting of the Council held on 23 May 2013;
and the minutes of the extraordinary meeting of the Council held on 20 June 2013.

30. **SAILING CLUB FEES**

Councillor Laity declared an Interest in this item as a member of the sailing club, and withdrew from the meeting during its consideration.

It was acknowledged that the Sailing Club was a valued community facility which operated to the benefit of its members and the wider community, giving opportunities to many that they would not otherwise experience. The sailing club was understood to be operating with relatively low monetary resources, and utilising a relatively small area in comparison to many other sailing clubs.

It was stated that as a valuable community resource, Cornwall Council should be working harder to support the club – taking into account the community value rather than simply the financial value of the car park area.

Following discussion and consideration of the presentation earlier in the meeting, it was

RESOLVED – that a strong letter be sent to Cornwall Council to express concern at the level of increase proposed for the Sailing Club’s fee charges, and to call for any increase to be within the affordability of the Sailing Club without affecting the operation of the Club.

31. ST IVES TOURISM ASSOCIATION

Councillors Laity, Mitchell, Nicholls, Symons and Tulley each declared hospitality received at a recent event in connection with this item.

Councillor Tulley advised that he had requested this as an agenda item after the Mayor and a few Councillors met informally with the St Ives Tourism Association to talk about the potential for the Chamber, Tourism Association and the town council to work together to promote tourism in St Ives.

Councillor Tulley proposed setting up a joint committee to consider joint working with the Tourism Association with the purpose of holding meetings between this and the next Council meeting to bring forward proposals.

During discussion the importance of supporting tourism was acknowledged. It was asked whether the Visitor & Information Centre Committee could work alongside the Tourism Association, rather than setting up a new group.

A number of Councillors noted that the purpose of the suggested joint committee was unclear as only a few Councillors had taken part in the informal discussion with the Tourism Association, and suggested that it would be sensible in the first instance for the Visitor & Information Centre Committee to meet to be apprised of the ideas for joint working initially considered at the recent event.

It was noted that there had been no officer support / participation at the informal event and the Clerk recommended in future that the usual protocol for meetings concerning council business to be arranged through council officers, should be followed.

RESOLVED – that the matter be considered at the next meeting of the Visitor & Information Centre Committee (an urgent meeting if time critical, as implied), for the Committee to be apprised of discussions to date, and to decide upon meeting with the St Ives Tourism Association for discussions on whether / how to set up a joint working group, to inform a report to Council.

32. PROPOSAL FOR A CORNWALL FEDERATION OF TOURIST INFORMATION CENTRES

Members considered the report circulated by the Clerk prior to the meeting. It was noted that funding withdrawn from Visit Cornwall would impact on the tourist information centres in the county, with reduced funding support in the coming year and none thereafter. To maintain economies of scale, the tourist information centres had investigated the option to establish a Federation, enabling joint procurement and enabling the website and destination management systems to continue for the coming year, whilst further options were pursued.

Following discussion, it was

RESOLVED – that

- (1) the V&IC Manager be authorised to attend meetings and vote on behalf of the town council, on the principle that St Ives Visitor & Information Centre signs up to the DMS and St Ives Website agreement for the coming year. This authorisation to include voting on matters needed to establish the Federation as a legal entity and to make best use of the remaining funding, but not to make any ongoing financial commitment on behalf of the Council; and
- (2) in view of timescales, a decision on the use of the additional funding element be delegated to the Visitor & Information Centre Committee.

33. NEIGHBOURHOOD PLAN: CONSIDERATION OF DRAFT PROJECT PLAN AND BUDGET

Members considered the report circulated prior to the meeting. Councillor Armstrong (Chairman of the Steering Group) explained that the steering group had worked up a project plan and that the draft budget had been calculated based on the project plan. This was presented as a provisional plan and budget as the scoping process was still underway, and could be subject to change as the early consultation stages progress, and more advice and evidence was sought.

The budget had been calculated based on costing out each of the elements of the project plan. The plan needed to be viewed as whole to ensure that when embarked upon, there would not be a risk of it failing due to lack of resources.

Councillor Armstrong noted the value of the community volunteers and the way that they were already working together and would continue to work together, contributing and building skills and experience. She also noted that the request of the Steering Group for clerical support had been made in view of their understanding of the level of clerical assistance needed.

Cllr Mitchell reported that at the latest steering group meeting, the topic groups were requested to give their bullet points of what they want to achieve, and to feed through to planning officers at Cornwall Council to get feedback on whether they would be able to be achieved, and whether the neighbourhood plan process would be the best way, or were there other ways to achieve the outcomes.

During discussion the following points were raised:

- A question on the process to be followed on appointing a Neighbourhood Plan Project Officer (the recommendation was effectively to regularise the duties already carried out by an existing employee). The Clerk gave an undertaking to check with the council's employment solicitors
- It was noted that the 'enabling arm' of the neighbourhood plan process was the town council and that the Chairman and Vice-Chairman of the Steering Group were both town councillors
- The proposed budget was considered to be realistic and it's derivation from the project plan was noted.
- A two year budget was presented, to reflect the timespan of the project plan. It was noted that if the first years budget was agreed, that there would be a financial

expectation for the second year of the process.

RESOLVED – that the project plan be approved, and the budget to the end of this year (to 31 March 2014) be approved, and also for the Neighbourhood Plan to be a standing item on the Council's agenda.

34. **LELANT SURVEY**

Members considered the Clerk's report circulated prior to the meeting. Councillor Tulley explained the background, explaining that there had been a villagers meeting where there had been a call for a survey. The town council had been approached with a request that the council carries out a survey.

During discussion it was noted that with the recent elections there has been a renewed representation from Lelant and Carbis Bay.

A consideration was also that Lelant and Carbis Bay members would work to engage with residents in the area, the increased communication and engagement planned in the neighbourhood planning process, and concern at the potential cost of carrying out and analysing a survey.

The Clerk advised that there had been regular meetings between ING and town council representatives and that it would be timely to recommence these following on from the recent elections.

RESOLVED – that no action to conduct the requested survey be carried out at this stage.

35. **TREWYN GARDENS AND CHY AN GWEAL GARDENS**

Councillor Andrewes presented his report which had been circulated prior to the meeting. As a result of the relocation of Cornwall Council's plant nurseries in St Ives, the former nursery sites at Trewyn and Chy an Gweal were no longer needed and had been earmarked for disposal. This process was currently on hold, to allow time for public consultation.

As both sites were in Councillor Andrewes' division as a Cornwall Councillor, he had organised two consultation events and invited emails and letters on the matter. The purpose of his report was to share the results of the consultation so far and to seek the views of the Town Council.

During discussion, Members expressed concern that these important open spaces in the local area risked being lost to the community. It was noted that with a good level of community support, the town council should continue to work with those who had expressed a willingness to get involved.

RESOLVED – that in view of the results of the public consultation process and the willingness of the town council to be involved in enabling proposed community uses to be implemented, Cornwall Council be advised of the Town Council's call for Chy An Gweal to continue as a car park and for allotments to be established in the Chy An Gweal nursery area; and for the nursery area adjacent to Trewyn Gardens to become a community open space and

an extension to Trewyn Gardens. Cornwall Council to be advised that the Town Council were willing to take on responsibility for the car park, allotments and community open space at Trewyn, to enable these options to be implemented.

36. RESIDENTS PARKING AT BARNOON DURING TATE PHASE II WORKS

Councillor Robertson referred back to a meeting held when the initial talks were held for the Tate Phase II works when she and Councillor Tanner had been assured that permit holders at Barnoon Car Park would be able to park in Barnoon Car Park or elsewhere if they had a preference. This assurance had been called into question, but at a recent meeting with Cornwall Council officers the original agreement had been confirmed.

RESOLVED – that the report be noted and the outcome of the discussions be supported.

37. REQUEST FROM ARTS CLUB FOR FUNDING TOWARD THE CAMARET SUR MER TWINNING

Councillors Nicholls and Laity each declared an Interest in this item as Trustees of the Arts Club, and each withdrew from the meeting during its consideration.

Councillor Williams took the role of Chairman for this item.

Members considered the report on the project to renew the twinning links with Camaret Sur Mer and the T-shirt Art project. Some concern was expressed that this was a sizeable project and could set a precedent for future twinning finance requests. It was suggested that it be viewed as ‘seed funding’ to help support a standalone group in the town.

It was clarified that, if granted, this would be a one-off contribution and there was no intention of setting a precedent. The council was still in the early stages of encouraging a twinning association, and no twinning budget was currently allocated.

RESOLVED – that the initiative be supported and the request for £100 towards travel and accommodation for local representatives travelling to Camaret Sur Mer as part of the T-shirt Art Project, be granted. The funding to be drawn from Reserves.

38. REVIEW OF STANDING ORDERS AND FINANCIAL REGS

The Chairman advised that this item had been deferred to the next scheduled meeting of the Council.

39. TIMETABLE OF MEETINGS AND UPDATE ON COMMITTEE REVIEW RECOMMENDATIONS

Members considered the Clerk’s report circulated prior to the meeting. The following points were made:

- The combined C&E and Env Committee to be renamed ‘Community & Environment Committee

- Grants to be considered by the Resources Committee in future
- Scheme of delegation to committee and officers to be reviewed
- Council meetings to focus on strategic and policy decisions
- Guildhall and public conveniences to fall within the remit of the Community & Environment Committee
- Council to meet on a broadly six weekly cycle, with provision for an August recess
- Resources Committee and Community & Environment Committee to meet once in every cycle of meetings
- V&IC Committee, Staffing Committee, Devolution Panel and Neighbourhood Plan Steering Group to convene meetings as needed
- Committee Chairman and Clerk to meet on a monthly basis for a combined overview of the work of the committees

RESOLVED – that the committee structure and timetable of meetings 2013/14 be agreed as in the report, including the details listed above.

40. PLANNING COMMITTEE – REQUEST FROM CLLR ANDREWES TO BE APPOINTED TO COMMITTEE

Following introduction of this item, it was

RESOLVED – that Councillor Andrewes be appointed to the Planning Committee.

41. STREET TRADING APPLICATION – MR R OSBORNE

Members considered the report circulated at the meeting and following discussion it was

RESOLVED – that the council expresses its strongest possible objection to the application on the grounds of the adverse impact on other similar businesses in the vicinity who pay business rates all year round. It was considered to be extremely unfair for individuals to profit on one of the busiest evenings of the year to the detriment of the year-round businesses. Also concern at obstruction of the highway.

42. HAYLE DAY CARE CENTRE

Members considered the report circulated at the meeting giving an update on a recent meeting with the Chairman of the Management Committee of the Hayle Day Care Centre. A funding request and invitation for the town council to appoint a representative as Trustee to the Day Centre had been discussed, with potential for the minibus to possibly also be used for other community uses in the area should this prove possible.

Councillor Tulley reported that the approximate £6,000 granted to the Hayle Day Care Centre upon the closure of the St Ives Day Care Centre had been fully utilised.

RESOLVED – that this matter be referred to the Resources Committee for further consideration, (including submission of accounts, confirmation of two signatories on their

bank account, and a breakdown of how the approximate £6,000 residue from the St Ives Day Centre was spent).

It was further RESOLVED – that Councillor Tulley be appointed as Trustee to the Hayle Day Care Centre.

43. HUERS HUT

Members considered the report circulated.

RESOLVED – that further investigation into the potential uses of the Huers Hut be carried out.

44. COMMITTEE RECOMMENDATIONS

The recommendations of the following committees were considered:

Planning Committee:

No recommendations

Community and Amenities Committee:

CA&E.22 – Grants: £200 to St Ives Speech and Drama Festival; £200 to Penwith Velo Youth Cycling Club; £300 to St Ives Community Choir; recommendation to follow regarding Hayle Day Care Centre. Recommendation of no grant to Arthritis UK.

Staffing Committee:

S.9 (13 June) – *recommendations superseded by those made on 11 July.*

S.13 (11 July) – recommended that at the conclusion of the fixed term contract at the end of August, to offer the current Clerical Assistant the post of Neighbourhood Plan Project Officer on a zero hours, fixed term contract to 1 April 2014 (working up to a maximum of 15 hours per week) at a rate £1.01 over their current rate of pay, with the post to be reviewed after that date; and

Also recommended that a clerical assistant be appointed on a fixed term contract until 1 April 2014 working 15 hours per week with no provision for additional hours, on the same terms as the existing Clerical Assistant. The 15 hours per week to include a maximum of 2 hours per week Neighbourhood Plan support. Post to be reviewed after 1 April 2014.

Visitor & Information Centre Committee:

No recommendations.

Resources Committee:

R.8 - that Christmas cards be a Council expense from the Christmas budget instead of a Mayor's expense

R.15 Market House:

- (1) The payment plan set out in the report be approved;
- (2) The lease renewal for Shop 2 be approved as set out in the report and that solicitors be appointed to carry out the legal aspects of the lease renewal; and
- (3) The same rate of increase be applied to Shop 1 as for Shop 2 and the next review date to be 1 April 2014.

R.17 – that Hudson Accounting Ltd be appointed to provide accountancy services as set out in the report, with the inclusion of support for writing financial procedure notes. To be subject to annual review.

Devolution Panel:

No recommendations

Neighbourhood Plan Steering Group:

The recommendation from the Steering Group is reported, but it should be noted that the recommendation has been put to the Staffing Committee for consideration on 11 July 2013.

RECOMMENDATION:

The following staffing needs be considered for the neighbourhood plan;

- i) Project Coordinator for 15 hours per week, flexible working an option;*
- ii) Sep 2013 – appoint a Clerical Assistant for up to 15 hours per week;*
- iii) Employ a report writer in April 2014 to compile and write the neighbourhood plan*

Those present agreed that the Clerical Assistant currently providing support for the neighbourhood plan groups would be recommended to fulfil the role of project coordinator and report writer.

RESOLVED – that the committee recommendations set out above (with the exception of those of the Neighbourhood Plan Steering Group) be approved.

45. **COMMITTEE MINUTES**

Minutes of the Planning Committee

Council considered the Minutes of the meeting of the Planning Committee held on 25 April, 30 May and 27 June 2013.

Minutes of the Community, Amenities & Environment Committee

Council considered the Minutes of the meeting of the Community, Amenities & environment Committee held on 6 June 2013.

Staffing Committee

Council considered the Minutes of the meetings of the Staffing Committee held on 13 June and 11 July 2013.

Visitor and Information Centre Committee

Council considered the Minutes of the meetings of the Visitor and Information Centre Committee held on 17 June 2013.

Minutes of the Resources Committee

Council considered the Minutes of the meeting of the Resources Committee held on 4 July 2013.

Minutes of the Devolution Panel

Council considered the Minutes of the meeting of the Devolution Panel held on 20 June 2013.

Minutes of the Environment Committee

Council considered the Minutes of the meeting of the Environment Committee held on 21 March 2013.

Minutes of the Neighbourhood Plan Steering Group

Council considered the Minutes of the meeting of the Neighbourhood Plan Steering Group held on 2 July 2013.

RESOLVED – that the Minutes referred to above be approved and adopted -

46. REPORTS FOR INFORMATION

None.

47. REPORTS FROM COUNCILLOR REPRESENTATIVES ON OUTSIDE BODIES

None.

48. SCHEDULE OF ACCOUNTS

RESOLVED – that

- (1) payments made since the last meeting totalling £82,546.48 be approved; and
- (2) the accounts listed totalling £1,601.09 be paid.

49. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED – that in accordance with the Public Bodies (Admissions to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the press and public be excluded from the meeting during the consideration of the following matters on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

50. MARKET HOUSE, UPDATE ON UNIT 1 (Paragraph 1, 2 & 3)

The Clerk reported on an option being explored by the tenant of Unit 1. Following consideration, it was

RESOLVED – that the option proposed be agreed subject to trade and landlord references.

51. APPROVAL OF NEIGHBOURHOOD PLAN PROJECT OFFICER JOB DESCRIPTION
(Paragraph 3)

In view of the recommendation of the Staffing Committee, the Clerk had circulated a job description for a Neighbourhood Plan Project Officer.

RESOLVED – that the job description for the Neighbourhood Plan Project Officer be approved.