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Minutes Meeting of St Ives Town Council held in The Guildhall, St Ives on Thursday 30 July 2015 at 7.00 pm

PRESENT

Chairman – Councillor L Taylor (Town Mayor)

Vice-Chairman – Councillor M Armstrong (Deputy Town Mayor)

COUNCILLORS

Andrewes T

Garrod H

Glanville R

Mitchell A (from 7.20)

Parsons A

Prior P

Nicholls C

Symons J

Tanner J

Tanner S

Tulley R

Williams T

OFFICERS

Town Clerk

Assistant Town Clerk

APOLOGIES FOR ABSENCE - were received from Councillors C Chard and R Lait.

46. POLICE LIAISON

The Clerk reported that the Police representative had a prior commitment and so had given his apologies for this meeting.

47. REPORTS FROM COMMUNITY ORGANISATIONS

Carl Lamb, the newly appointed St Ives BID Manager attended to introduce himself and to say that he looked forward to working alongside the town council in his new role.

The Mayor welcomed Carl in his new role in the town.

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

Councillors noted the report from C.Cllr Andrewes and were pleased at the progress made in improving the running of the buses at Royal Square.

49. PUBLIC SPEAKING

The Clerk reported that there had been no requests for public speaking.

50. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced the following:

I have only heard positive feedback so far on the Street Marshal scheme

I have attended a recent meeting of Towednack Parish Council which was interesting, including some discussion on planning and the Neighbourhood Plan process in St Ives

I have had a number of reporters contacting the Mayor regarding the seagull nuisance issue reported in the press.

51. DECLARATIONS OF MEMBER / OFFICER INTERESTS

None.

52. REQUESTS FOR DISPENSATION

None.

53. MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the Meeting of the Council held on 18 June 2015 and the Minutes of the Meeting of the Council held on 16 July 2015.

54. TOWN CLERK'S UPDATE REPORT

Members noted the Clerk's update report circulated with the agenda papers. In response to questions, the Clerk advised that:

- the repairs to the skatepark would not be possible for at least 2 weeks as the factory for the replacement parts was closed for a summer break, upon its reopening timescales for repair would be ascertained;
- the works on the kitchen in the concert hall were well underway, Councillors were able to visit and see the progress. Completion was expected in the next few weeks, with the installation of the new gas supply; and
- In response to the initial request for advice on Councillors declarations of Interests at meetings when matters relating to an outside body on which they served as a town council representative – a copy of the 2015 training presentation on the Code of Conduct had been circulated to all Councillors along with an invitation from the Monitoring Officer to conduct an update Code of Conduct training session at St Ives. The Clerk gave an undertaking to further clarify the advice regarding outside organisations and representation at meetings.

RESOLVED – that the report be noted.

55. PROPOSAL FOR BUS BANKSMEN AT ROYAL SQUARE

The Clerk advised that this was a confidential item and would be considered later on the agenda of this meeting.

56. REQUEST FROM CLOUT – FINANCIAL ASSISTANCE TO LEGAL REPRESENTATION AT PLANNING INQUIRY FOR PA14/10452, LAND AT GONWIN FARM

The Clerk advised that this was a confidential item and would be considered later on the agenda of this meeting.

57. COASTAL COMMUNITIES TEAM AND COASTAL REVIVAL FUND

Councillors noted the update circulated by the Clerk prior to the meeting, of the meeting held earlier in the week on Monday 27 July.

RESOLVED – that the creation of a Coastal Communities Team be supported, and that Councillors A Parsons and J Tanner be the appointed representatives from the town council.

Councillor Mitchell arrived at the meeting at this point.

58. RUBBISH IN FORE STREET

Councillor Parsons highlighted issues relating to rubbish in Fore Street, particularly rubbish bags left out by residents and businesses which were prone to attack by seagulls and resulted in rubbish spilling out and causing a nuisance through unsightliness, uncleanliness and risk of attracting vermin.

During discussion the following points were made:

- Proper disposal of waste is the responsibility of the person who produces the waste – ie residents, businesses and holiday let owners.
- Suggestions for ways in which the town council could help included a letter drop in areas where rubbish presented a problem, and a suggestion that the council could purchase a stock of seagull proof sacks for those who did not have wheelie bins
- Rubbish from holiday let properties should be disposed of by owners / letting agencies as business waste, not collected by Cornwall Council as householder waste
- People using holiday lets should be given clear instructions for the proper disposal of their rubbish – which should not include instructions for them to bring their rubbish home with them after their holiday.
- Noted that this had been raised as an issue for some time and that the relevant officer at Cornwall Council had been liaising with Councillors and the Clerk to identify the problem areas and various steps were being taken by Cornwall Council to address the issue.
- Suggested letters be sent to trader, the Chamber of Trade, holiday lets - to say that it is important for the town to be well looked after, and to remind of the responsibility of the householders and businesses to dispose of their waste properly.
- Noted the need for rubbish to be stored in a seagull proof and vermin proof way.

RESOLVED – that letters be sent to all addresses in the streets concerned (with the photo's to show the problem to be avoided), to advise of the availability of seagull proof sacks from the library and reminding of their responsibility to contain and dispose of their rubbish properly. The letters to be sent to residents and businesses. Letters also to be sent to holiday letting companies to highlight the responsibilities of the property owners / letting agencies. Areas to be targeted to include Fore

Street, Harbour, Royal Square and Wills Lane.

Councillors S Tanner and T Williams volunteered to deliver the letters to save on postage costs and staff resources.

59. PALEMEN BEST MAINTENANCE COSTS

The Clerk advised that this was a confidential item and would be considered later on the agenda of this meeting.

60. INTERNAL AUDIT REPORT

Members considered the report circulated prior to the meeting. The Mayor noted her thanks to the staff for their work resulting in an Internal Audit report with no matters to report.

RESOLVED – that the report be noted.

61. CORNWALL COUNCIL – LIBRARY AND ONE STOP SHOP CONSULTATION

A report had been circulated prior to the meeting.

Councillor Mitchell noted that the library in St Ives was a significant community building and suggested that the town council could seek to explore with the town-based group who had expressed an interest in the future running of the library, to discuss their plans, if they were willing to do so.

In view of the importance of this building, it was suggested that the town council should submit a view on its preference for future use of the Library building, and the provision of a library service for the area.

It was noted that Cornwall Council had a statutory duty to provide a library service, and that the town council had previously indicated that its preferred choice would be for provision by local organisations.

RESOLVED – that the Council seek to meet with the community organisation to discuss their plans for the building and the service. Council representatives to meet with them to be the Chairman and Vice-Chairman of the Resources Committee.

62. REQUEST FROM ROYAL BRITISH LEGION FOR THE TOWN TO COVER THE COSTS OF THE BAND FOR THE REMEMBRANCE DAY PARADES

Members considered the report circulated. After a brief discussion, it was

RESOLVED – that the town council agrees to cover the cost of £250 for the band for Remembrance Day Parades.

63. ST IVES BID UPDATE

Councillor Mitchell reported that he had attended one and a half meetings of the BID Board and that they have proved to be informative. Progress with BID projects had stalled with the recent legal challenge, and the organisation was now in a position to move forward to achieve its aims.

With a newly appointed BID Manager, the number of projects which had been started were due to move forward. The majority of BID funds had been allocated in accordance with the agreed projects.

Councillor Nicholls asked whether a finance update from St Ives BID would be possible to be circulated to the next meeting of the town council.

Councillor Williams reported that she had met with Heather Stubbs from BID in order to progress the pedestrian signage proposals.

RESOLVED – that the report be noted.

64. ST IVES BAY YOUTH COUNCIL MEETING - UPDATE

Councillor Williams reported on the July meeting of the Youth Council, the last of their council year. She noted that the Chairman and Vice-Chairman had carried out their roles really well, the youth councillors had been presented with their name badges, discussion had been held on how the role of the School Crossing Patrol had been supported by the town council. Mike Peters from Highways had attended and there had been a good discussion with him on various matters.

Councillor Mitchell reported that he had conveyed the support of the town council for the continuance of the School Crossing Patrol at the Stennack. He advised that a review was underway which included informing the local member and the headteacher of the relevant school. As Cornwall Council Ward Member, he had yet to hear on the outcome of the review for this location, but was hoping that the blind corner and double roundabout would help this location to be considered an exception to the standard review criteria.

Councillor Prior called for a site visit to help determine the outcome of the School Crossing Patrol review at this location in view of the benefit of the role to pedestrians and drivers alike. It was noted that this was understood to be a part of the current review.

RESOLVED – that the report be noted.

65. NEIGHBOURHOOD PLAN UPDATE

Councillor Armstrong reported that at the latest meeting of the Steering Group a preference was selected to be the Independent Examiner and it was expected to be a public examination.

RESOLVED – that the report be noted.

66. EDWARD HAIN HOSPITAL

Councillor J Tanner requested that this item be withdrawn as there had been no meetings and there was a general loss of interest from committee members.

It was noted that the Mayor was usually the President of the Friends of Edward Hain Committee.

Councillor Prior suggested that the Mayor could instigate a meeting to invited representatives from all involved with the hospital, to reinvigorate the Committee.

The Mayor gave an undertaking to contact the Chairman of the Friends of Edward Hain Hospital to request an update on the status and activity of the group, and to request that a meeting be called.

67. COMMITTEE RECOMMENDATIONS

Members considered the recommendations proposed by the various committees. The Clerk had advised in the committee recommendations report that a number of the recommendations were on related matters and should be considered in conjunction with one another. During discussion on a number of items it was noted that the committee recommendation related to confidential matters, and so the relevant items were agreed to be considered as confidential items later in the agenda.

Facilities Committee recommendations

F.17 – Public conveniences refurbishment plans – agreed to consider later on the agenda as a confidential item, and to be considered in conjunction with a related recommendation from the Resources Committee

F.18 – Public conveniences charging options

RESOLVED – that the principle of charging for use of public conveniences in St Ives be approved.

F.18 – Implementation of charging for public conveniences

Discussion points on this item included:

- If charging for West Pier after refurbishment, this should only be applied when the ladies and gents facilities had both been completed
- Opposition stated to agreeing for costs to be drawn from Reserves without the actual costs being specified
- Clarification that as the investment in charging systems was design to being in a revenue income, the net cost could be predicted but not specified
- Questioned the plan to bring in charges in phases and noted that there was likely to be an increase in footfall in those without a charge
- The need to consider refurbishment and charging plans alongside a decision on how much should be allocated from the precept for public conveniences. The example given being that the council should avoid the risk of refurbishing blocks which might face closure with insufficient funding in future years.
- Taking into account the need for public conveniences and the considerable costs involved in running the service, West Pier was the most used and a year round facility and so seemed a sensible option for charging once the refurbishment was complete.
- The need to take account of footfall when deciding on investment, and noting that no provision was currently in place to measure footfall at the public conveniences
- Noted that there would be the second of two agreed financial contributions made again this year by the Harbour Authority towards the costs of Smeaton Pier public conveniences, and

that there would be a saving to the council and revenue generated once the project at Trenwith Burrows public conveniences was complete.

RESOLVED – that other local councils (such as Padstow and Newquay Town Councils) be consulted on how they successfully operate their charging systems, and that West Pier public conveniences also be considered for the first phase of implementation of charging in St Ives, when refurbished.

F.18 – Implementation of charging for public conveniences

RESOLVED – that the implementation of charging be included in the job specification of the Project Officer appointed to carry out the public conveniences refurbishment works

F.31- Public Conveniences alternative income option – agreed to consider later on the agenda as a confidential item

Devolution Panel recommendations

D.7 – Island Centre rental charges for ground floor room.

RESOLVED – that this item be withdrawn as the potential tenant had indicated that they would not be seeking to take up the lease, and so the rental charges would be considered as part of the overall charging package for the Island Centre.

D.8 – Porthrepta Car Park plans for devolution of car park

RESOLVED – that Council approved the way forward as summarised in the Minute.

D.9 – Trewyn Gardens Nursery Site

RESOLVED – that the Devolution Panel be delegated to invite proposals for the site, for the Panel to be in a position to advertise for expressions of interest in September.

D.11 – Street Clutter

Discussion points on this item included:

- Resource implications at Cornwall Council meaning that there was a restriction on the level of enforcement that could be carried out.
- This recommendation would enable the town council to act alongside Cornwall Council's enforcement team, not to take over the total responsibility.

- Potential for the move to cause unwanted conflict between the town council and traders.
- Varying opinion from Cornwall Council on the level of obstruction caused on the highway and the actions that could be taken
- Suggestion of more collaborative working between the town council, Cornwall Council, traders and others with businesses in the harbour area, to determine the best way forward for signs, street clutter, pedlars, etc
- To be effective especially during the summer, collection and enforcement of clutter such as A Frames would have to be carried out on a weekly basis – an impact on staffing requirements.
- A Frames and similar street clutter were a regular source of complaints to Councillors
- It was noted that to be enforced by the town council would leave local town council staff open to abuse from disgruntled traders following removal of signs.
- If all A Frames were brought in, business should not be affected as all would have a level playing field.
- seek a collaborative approach with businesses to determine which are acceptable and which cause an obstruction

RESOLVED – that the town council seek to take on the power to remove street clutter.

Councillors Garrod, Glanville, Mitchell, Prior and J Tanner requested that their names be recorded as voting against the resolution.

Councillor Nicholls requested that his name be recorded as voting for the resolution.

#### Recommendations from the Staffing Committee

##### S.7- Paperless Planning Applications – Staffing Implications to the Town Council

RESOLVED – that this item be withdrawn in view of the delayed implementation date of the switch to paperless planning to January 2016.

S.8 – Visioning Event and Staffing / Organisational Review - It was agreed to consider this item as a confidential item later in the agenda in conjunction with a related recommendation from the Resources Committee.

#### Recommendations from the Resources Committee

##### R.131- Grants Applications

Cornwall Film Festival Application – to support the first green film festival as part of the Cornwall Film Festival. **Recommendation** – that a grant of £250 be awarded for the purpose set out in the application.

RESOLVED – that this grant recommendation be approved

St Ives in December Application – to support the St Ives in December initiative

Considerations. **Recommendation** – that this application be deferred pending full details of the proposal with costings.

RESOLVED – that decision on this grant application be deferred pending confirmation that the bank account had been opened in accordance with signatory requirements of grants policy.

Cornwall Deaf Centre Application – towards automatic doors, improvements to the Cornwall Deaf Centre. **Recommendation** – that a grant of £100 be awarded for the purpose set out in the report (subject Resources Committee 16 July 2015 to circulation of the accounts).

RESOLVED – that this grant recommendation be approved

R.132 – Review of Grants Policy

RESOLVED – that the grants policy be amended to add ‘environment’ to the list of priorities.

R.133 – Resourcing implications of moving to Paperless Planning Application System from September 2015

**Recommended** – (with the agreement of the Chairman of the Staffing Committee), that in view of the delay in implementation and the various options to be investigated, that the recommendation from Staffing Committee be withdrawn at this time.

Clerks note: This item was not voted on due to the change in implementation date to January 2016.

R.134 – Review of general and earmarked reserves

RESOLVED – that the amendments to reserves as set out in the Resources Committee Minutes, be approved.

R.135 – Reserves Policy

RESOLVED – that the reserves policy be adopted as circulated at this stage, with a report be considered at the next meeting of the Resources Committee to determine a level of carry forward reserves to be stipulated in the policy.

R.139 – Review of Staffing/operation of the Council, including Visioning Event – Agreed that this item be considered later in the meeting, as a confidential item in conjunction with a related item from the Staffing Committee.

R.141 – Banking Arrangements

RESOLVED – that the course of action as per the report be adopted with the Clerk delegated to determine the amounts to be deposited in the various accounts, following the guidelines in the report and in consultation with Chairman and Vice-Chairman of Resources Committee. (Report set out: Current account linked to deposit account to sweep over funds on a daily basis (£100,000), Cornwall Council deposit facility (£250,000), remainder in 6 month deposit account with HSBC.)

68. COMMITTEE MINUTES

The following committee minutes had been circulated prior to the meeting (Planning Committee minutes of 23 July circulated at the meeting).

Planning Committee – 25 June and 23 July 2015

Facilities Committee – 18 June 2015

Health & Safety Advisory Committee – 23 June 2015

Devolution Panel – 2 July 2015

Staffing Committee – 9 July 2015

Resources Committee – 16 July 2015

The following amendments were proposed:

Planning Committee meeting minutes – Councillor S Tanner to be listed as Vice-Chairman

Resources Committee meeting minutes – Councillor Williams to be added to the list of those present.

RESOLVED – that the Minutes referred to above (with amendments as set out above) be approved and adopted.

69. REPORTS FROM COUNCILLOR REPRESENTATIVES ON OUTSIDE BODIES

Cllr J Tanner reported on the latest meeting of the Craze Hunkin Trustees, reporting that one property had been refurbished and re-let. All are having baths replaced with showers.

70. CORRESPONDENCE

RESOLVED – that the correspondence be noted.

71. SCHEDULE OF ACCOUNTS

Members considered the schedule of accounts circulated prior to the meeting, and the updated version of the schedule circulated at the meeting.

RESOLVED – that

(1) payments made since the last meeting totalling £131,539.52 be approved; and

(2) the accounts listed totalling £4,797.88 be paid.

72. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED – “That in accordance with the Public Bodies (Admissions to Meeting) Act 1960 (as extended by s.100 of the Local Government Act 1972), the press and the 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.”

73. COMMITTEE RECOMMENDATIONS WITH CONFIDENTIAL MATTERS

The following committee recommendations were considered after being deferred from earlier in the meeting due to confidential matters relating to them.

Recommendations from Facilities Committee

F.17 – Refurbishment of public conveniences

When considering this item it was noted that there was a budget allocation for public conveniences refurbishment and that West Pier had been identified as a priority. It was suggested that the firm who originally built the block could be invited to tender in view of their knowledge of the building, drains, etc.

RESOLVED – that the refurbishment of the public conveniences as outlined in Minute F.17 be approved and that the role of the existing Devolution Project Officer be extended to include overseeing the refurbishment of the public conveniences.

F.31- Public Conveniences alternative income option

Councillor Andrewes reported on a local business who had expressed an interest in taking on one of the public conveniences for a combined public toilet / business use. This had been considered by the Facilities Committee and agreed to be a good solution, saving costs to the town council and ensuring that the public conveniences would still be provided. The suggested way to do this would be to relinquish the lease on this site to Cornwall Council, so that it could be leased directly to the business concerned.

Following discussion, it was

RESOLVED – that the town council is supportive of the principle of the beach public convenience specified in the report to Facilities Committee, reverting to Cornwall Council as part of a beach lease arrangements.

74. REVIEW OF STAFFING AND DEMOCRATIC STRUCTURE OF THE TOWN COUNCIL  
(Paragraph 3)

Members considered the Clerk's written report circulated prior to the meeting.

There was discussion on the process that had been followed before Resources Committee had arrived at the recommendation made and the Clerk clarified that once the preferred provider had been identified, the revised quote put to Council for decision was based on a reduced specification in view of the work that had already been carried out on developing the Council's Vision.

The Clerk reminded Councillors of advice from the CALC Adviser that before seeking a staffing and organisational review the town council should have an agreed Vision, to inform their work and enable recommendations to be based on the town council's agreed direction of travel. It was noted that the recent visioning event had progressed work on the Vision, but that it had yet to be completed. The Clerk advised that the Vision should be completed and adopted prior to the consultant carrying out the proposed staffing and organisational review. No decision was taken with regard to the completion work for the council's Vision.

**RESOLVED** – that Chris Rolley Associates be invited to carry out the staffing and organisational review as set out in the report, with costs to be drawn from Reserves.

75. **JOB DESCRIPTION FOR PROPOSED FACILITIES MANAGER POST** (Paragraph 3)

The Mayor presented the proposed job description for the Facilities Manager post and thanked Councillor Andrewes for drafting it.

During discussion the following points were considered:

- As it expected but not certain that the job would become a full time post following planned devolution and development initiatives, it was sensible at this stage to appoint on a permanent, part time basis
- Some concern was expressed that a storeroom was being adapted for use as office space (though the Clerk advised that the room was already being used as dual storage / office space by existing staff), and there was consideration of the use of the downstairs office next to the Assistant Clerk's office, whilst noting that there was currently an income revenue derived from a lease of that office.

**RESOLVED** – that a permanent part time post (3 days a week) of Facilities Manager be advertised with the job description as circulated (with the addition of the requirement for a Health and Safety qualification), with hours to be subject to review in the future. Costs of the post to be drawn from the budget provision and the remainder from reserves, with any other matters as set out in the report.

76. **INDEPENDENT TRAFFIC OFFICERS FOR ROYAL SQUARE** (Paragraph 3)

Councillor Andrewes reported that the new traffic regulation came into force today, limiting 2 buses per operator, engines turned off when at the bus stop and limits on waiting times.

It was reported that there was an opportunity for the town council to employ traffic officers independent to the bus operators, to be funded by the bus operators and so at no cost to the town council (apart from administration for the arrangements). The Police were supportive of the proposal.

The Clerk advised that the aim would be to place a contract with a local company who could provide CSAS accredited traffic control officers so that they had the police conferred powers to

direct traffic. Such a company within operating distance had yet to be identified.

RESOLVED – that a third party company be contracted to provide independent traffic control, provided by the town council on behalf of the bus operators, to be paid for by the bus operators up front. To be CSAS accredited.

77. REQUEST FROM CLOUT FOR TOWN COUNCIL ASSISTANCE FOR LEGAL REPRESENTATION AT PLANNING INQUIRY, LAND AT GONWIN FARM (Paragraph 3)

Members considered the request circulated and arrived at the conclusion that the precedent should not be set for funding planning appeals and that, whatever their merits, the position would be taken that due planning process be followed without additional intervention from the town council.

RESOLVED – that no funds be allocated from the town council for this purpose, but that the support of the town council be given to the use of St Ives School as the venue for the Public Inquiry.

78. PALEMON BEST RECREATION GROUND MAINTENANCE COSTS (Paragraph 3)

Members considered the report circulated prior to the meeting. Following brief discussion it was

RESOLVED – that the maintenance contract arrangements as set out in the report be approved, with the costs to be drawn from the Palemon Best earmarked reserve of the town council budget.

Meeting closed at 9.54 pm

Chairman