

**MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING** held in Committee Room No. 3, St. John's Hall, Penzance on Monday 5<sup>th</sup> March 2007 at 7.00 pm.

**PRESENT**

Councillor J. Ruhrmund (Vice-Chairman) (left meeting 9.10 pm)

Councillors D.J. Axford  
R. Clark  
C.A. Dennis  
F. Granger ( took chair from 9.10 pm)  
J.S. Lambourn  
R.M. Lawrence  
K.L.W. Perry (joined meeting 7.20 pm)  
P.C.H. Rendle

68. **APOLOGIES**

Councillors S. Bennett and C.A.C. White

69. **MINUTES OF MEETING HELD ON 22<sup>ND</sup> JANUARY 2007**

Having been circulated, it was

**RESOLVED:** that they should be signed as a true and correct record.

70. **REPORT OF TOWN CLERK**

(a) Correspondence from Penwith District Council re. Community Planning Grant

The Town Clerk reminded members of their concern regarding the letter from the District Council to community groups relating to small grants which appears to suggest that Town/Parish Councils would be placed in a position of having to take forward initiatives/projects where the council has had no input.

Penwith District Council had responded to say that exactly the opposite was intended, ie. that the clause referred to seeks to ensure that the group involves the relevant council during the consultation stage to avoid such a situation arising.

If an application was received from a group which could not demonstrate Town/Parish Council support, it was unlikely that it would succeed and it was

**RECOMMENDED:** that the position be noted.

(b) Sustainable Tourism - Course for Tourist Businesses in Cornwall

Notification had been received from the District Council regarding a second run of language courses in German, French and Spanish which would be taking place on various dates in March and April and which were aimed at those in the tourist industry at a subsidised rate of £30.00 per course.

Penwith District Council were also hoping to encourage people to seek Sustainable Tourism Awards at courses to be held at Land's End during February/March at a cost of £35.00.

Finally, in relation to sustainable tourism, the Town Clerk advised that the next P-Tag meeting would take place on Wednesday 28<sup>th</sup> March 2007 and it was

**RECOMMENDED:** that the above items be noted.

(c) Correspondence from Cornwall Association of Parish and Town Councils re. 2012 Olympic and Paralympic Games

The Town Clerk advised members that correspondence had been received from the CAPTC encouraging businesses in Cornwall to be aware of what is happening nationally, regionally and locally in respect of the 2012 Olympic Games.

The aim of the exercise was to enable businesses to maximise opportunities for all regions through networking led by SWRDA in conjunction with Sport England and it was

**RECOMMENDED:** that the position be noted.

(d) West Cornwall Spring Show - 8<sup>th</sup> to 10<sup>th</sup> March 2007

The Town Clerk reminded members of the dates of the West Cornwall Spring Show and members were encouraged to attend and support the event, if at all possible, and also to avoid parking in St. John's Hall forecourt on the three days of the show, ie. 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> March, and it was

**RECOMMENDED:** that the position be noted.

(e) Correspondence from DEFRA re. Launch of Marine Bill White Paper - 15<sup>th</sup> March 2007

The Town Clerk advised that a letter had been received from DEFRA concerning the official launch of the Marine Bill White Paper on the 15<sup>th</sup> March.

The launch would be used to explain the Government's detailed policy proposals for the Marine Bill and to provide an explanation on the content of the paper itself, a hard copy of which would be sent to the Town Clerk's Office in due course.

Councillor Lambourn advised that he had already registered himself as a delegate to attend the Launch, and offered to represent the Council if required, and he was in contact with

Penwith District Council with regard to shared cost of representation. It was

**RECOMMENDED:** that Councillor Lambourn should seek support from Penwith District Council to attend the event on a shared cost basis as a representative of both Authorities.

(f) Correspondence from DEFRA re. Freedom of Information Act and Renewal of Publication Scheme

The Town Clerk reminded members that the Town Council operates a publication scheme in accordance with the requirements of the Freedom of Information Act which it was intended should be reviewed and renewed in the Spring of 2007.

Advice had now been received that the review had been delayed until the end of 2008 to provide the Information Commissioner with more time to consider what would be required in the next round of approvals and it was

**RECOMMENDED:** that the position be noted.

(g) Correspondence from Cornwall County Council re. Registration Service - Modernisation

Following the Town Council's comments regarding modernisation of the Registration Service, confirmation had been received that the County Council agreed to seek approval from the Registrar General for the following:-

Recognise Cornwall as a single registration district;

Upgrade Newquay outstation;

Withdraw the part-time and limited registration services provided at six of the County's seven outstations at Callington, Torpoint, Looe, St. Just, Hayle and St. Ives;

Transfer locally held registers to a central repository;

Introduce an on-line appointment booking facility and Registration Information Service;

Introduce a new staffing and management structure, including the transfer of former statutory officers to Cornwall County Council employment.

It was hoped that the proposals would achieve a number of significant improvements:-

Increased opening hours of 12.5 per cent across all the proposed 12 service outlets;

Access to a telephone service for 57 hours a week;

Ability to book appointments for 57 hours a week instead of the average of 18 hours a week across the 11 Register Offices;

Ability to book appointments for 168 hours a week on-line;

Ability to order and pay for certificates for 57 hours a week over the telephone and to order and pay on-line for 168 hours if desired;

Access to multi-skilled staff (currently not all staff can offer the full service under the current scheme arrangements);

Access to any of the 12 Registration Offices in Cornwall whichever was the most convenient;

Efficiency savings which will fund the increased outputs and improvements on a better than cost neutral basis.

A copy of the letter would be sent to all members for information and it was

**RECOMMENDED:** that the position be noted.

- (h) Correspondence from Cornwall County Council Fire Brigade - Consultation re. Service Plan for 2007/08

Cornwall County Council had written to advise that the Integrated Risk Management Plan was available on-line at [www.cornwall.gov.uk/fire](http://www.cornwall.gov.uk/fire) and that the consultation period would run to the 10<sup>th</sup> April 2007.

A copy of the summary leaflet with a letter requesting comments will be issued to all members for the next full Town Council Meeting and it was

**RECOMMENDED:** that the position be noted.

- (i) Correspondence from DTI re. Future of Rural Post Offices

In response to the Council's letter protesting at the potential loss of a number of rural Post Offices, a response had been received seeking to defend the Government's position and highlighting the investment of £2 billion since 1999. The Government states that it is committed to the future of the Post Office network but new technology (eg. internet and mobile phones) was impacting on the customer base. The final date for consultation was the 8<sup>th</sup> March and members could access the consultation document on-line at [www.dti.gov.uk/consultation/index.html](http://www.dti.gov.uk/consultation/index.html) and it was

**RESOLVED:** that a letter be sent in response to the consultation, referring to the fact that the abolition of the Post Office Advisory Committee was to be regretted in terms of its function of providing for regular public consultation and monitoring of the service at the point of delivery.

(j) Correspondence from Health Protection Agency re. Reducing High Radon Levels in Homes

Notification had been received in relation to the offering of free radon tests to every unmeasured home in the Penwith District Council area and 22,000 letters advising of the offer had been sent out in December 2006 and a copy had been sent to the Town Council for information.

Although the tests were free, members noted that there was no assistance, particularly for low income households where the risk had been identified as high, and it was

**RECOMMENDED:** that the position be noted.

(k) Copy Correspondence from Councillor Moreland re. Frequency of Litter Clearance at Wharfside/Bus-Rail Terminals

Councillor Moreland had raised the issue of litter clearance at the Wharfside and the bus/rail terminals in a letter to the District Council dated the 7<sup>th</sup> February 2007 which had been copied to the Town Council.

It was unclear as to what response had been received from the District Council and it was

**RECOMMENDED:** that the position be left open to allow comment by Councillor Moreland at full Council.

(l) Correspondence from CAPTC - Cornish Language Partnership Newsletter

The February 2007 edition of the Cornish Language Partnership Newsletter had been e-mailed to the Town Council for information and it was available to any member who wished to have sight of it. The newsletter was also available on the internet and it was

**RECOMMENDED:** that receipt be noted.

(m) Minutes of Last Community Action Panel Meeting - 30<sup>th</sup> January 2007 and Date of Next Meeting

The Town Clerk advised that the minutes of the last Community Action Panel Meeting held on the 30<sup>th</sup> January were available to any member who wished to have sight of them and that, unfortunately, the next meeting clashed with the Planning Meeting of the Council and it was

**RECOMMENDED:** that the position be noted.

(n) West Cornwall Community Network Conference - Friday 30<sup>th</sup> March 2007

The West Cornwall Community Network Conference would take place on Friday 30<sup>th</sup> March at the Berlewen Building, Trevenson Road, Pool.

This is an all day event which is open to statutory agency delegates at a cost of £30.00.

If any member was interested in attending the conference it was

**RECOMMENDED:** that the matter be discussed at full Council.

(o) Correspondence re. Celebration of St. Georges Day - 23<sup>rd</sup> April 2007

The Town Clerk advised that a guide to participation in St. Georges Day celebrations was received and aimed at assisting local groups in organising celebratory events.

The Town Clerk advised that unless any members were interested in organising such events, there could be no scope for official participation this year and it was

**RECOMMENDED:** that the position be noted.

(p) Correspondence from Cornwall County Council: The Council Plan 2006-2009

A copy of the three year plan had been sent to the Council for information and it was available to any member who wished to have sight of it and it was

**RECOMMENDED:** that the position be noted.

(q) Correspondence from Penwith District Council re. Town and Parish Elections - 3<sup>rd</sup> May 2007 plus Candidates Open Evening - 15<sup>th</sup> March 2007 and from CALC - Local Elections and Democracy Pack

The Town Clerk advised members of the Candidates Open Evening which was to be held on the 15<sup>th</sup> March in Committee Room No. 1, Penwith District Council Offices, St. Clare, Penzance.

With regards to the timetable for the elections, the publication of the Notice of Election would be on the 26<sup>th</sup> March and the last day for delivery of nomination papers to Penwith District Council would be at noon on the 4<sup>th</sup> April, with the elections themselves taking place on the 3<sup>rd</sup> May.

Finally, CALC had forwarded a copy of an Elections and Democracy Pack which was available to members in the Town Clerk's Office and it was

**RECOMMENDED:** that the position be noted.

(r) Correspondence from Society of Council Clerks - Larger Councils Conference - 26<sup>th</sup> and 27<sup>th</sup> April 2007

The Larger Councils Conference would take place this year in London on the 26<sup>th</sup> and 27<sup>th</sup> April at a cost of £300.00 per delegate and the Town Clerk was looking into the possibility of attending, but given the issues surrounding staffing in the Town Clerk's Office at the present time, his attendance this year may not prove possible.

However, it was noted the event was very informative and provided good networking

opportunities and it was

**RESOLVED:** that if the Town Clerk was able to arrange to attend, the cost would be supported from the Council's training budget.

- (s) Cornwall County Playing Fields Association - Invite to AGM on 8<sup>th</sup> May 2007

Notice of this meeting had been received and the event was open to any member who wished to attend and it was

**RECOMMENDED:** that receipt be noted.

- (t) Copy of Bendigo City Newspaper Item re. Twinning with Penzance

Peter Mundy had provided the Town Council with a copy of an extract from the 'Bendigo Miner' dated the 18<sup>th</sup> January 2007 which had been copied to all members for information and it was

**RECOMMENDED:** that receipt be noted.

- (u) St. Piran in Penwith - Friday 2<sup>nd</sup> March 2007 - Parade followed by Evening Concert in St. John's Hall

The Town Clerk had placed this item on the agenda to give an opportunity for members, who had been involved in the organisation of the Parade and Concert, to provide a verbal report and the consensus was that both the Parade and the Concert had been very successful and it was

**RECOMMENDED:** that the position be noted.

- (v) Local Works - Campaign for the Sustainable Communities Bill

The Town Clerk reminded members that the Council had drawn back from supporting this organisation and the latest request for support would, therefore, be copied to all members for consideration at the full Town Council Meeting and it was

**RECOMMENDED:** that the position be noted.

- (w) Correspondence re. Continental Markets

A leaflet concerning 'Continental Markets' which are held at various locations throughout England had been sent to the Town Council as an introduction and for information. The advantages and disadvantages of supporting such a market, and the affect on local traders, needed to be reviewed and this would be taken forward for consideration at full Council and it was

**RECOMMENDED:** that the position be noted.

(x) Licensing Matters - Toby Jug and Penzance Grill

The Town Clerk advised that the objections raised by the Council in respect of the extension of licensing hours at the above premises could not be taken into account by the District Council under current legislation.

The District Council had also pointed out that it was not the Local Authority which had excluded Town and Parish Councils from the consultation process but rather that it was as a result of the legislation mentioned above.

Councillor Dennis requested that it be minuted that she had refrained from raising a personal objection to these licensing issues because of the fear of repercussions following her recent experience with the Standards Board and it was

**RECOMMENDED:** that the position be noted.

(y) Circulars Received

The circulars, as listed in Appendix "A", were available to any member who wished to have sight of them and it was

**RECOMMENDED:** that receipt be noted.

(z) Reports from Outside Bodies

The reports and minutes from outside bodies, as listed in Appendix "B" were available from the Town Clerk for any member who wished to have sight of them.

Councillor Lambourn provided members with a brief report from the Cornwall Association of Local Councils AGM which had also been attended by Councillors Lawrence and Moreland.

Concern was expressed that the nominations for election to CALC positions put forward by the Town Council had not been considered as they had been received after the closing date.

Members considered that the time frame allowed for such nominations was not sufficient and it was

**RECOMMENDED:** that a letter should be sent raising objections to the nomination process and asking for more flexibility and for a time frame of 60 days which would reflect the cycle of the vast majority of Local Council meetings.

71. **STREET TRADING APPLICATIONS**

(a) Olivier Simonin

To trade in the sale of continental food and non-food products on various dates in June, July and August at the Wharfside Car Park and it was

**RESOLVED:** to object due to the loss of parking spaces at the height of the tourist season, the ambiguity of the application and general conflict with other traders.

(b) David Burgess

To trade in the sale of second-hand books and palmistry, Thursday, Friday and Saturday, all year round at Market Place, and it was

**RESOLVED:** to object on the basis of direct conflict with the existing second-hand bookshops in the town.

(c) C. Gribble

Renewal of licence for the sale of caramelised nuts, Monday to Saturday, at Market Place, all year round - approved under delegated powers, and it was

**RESOLVED:** to note the position.

## 72. **FINANCIAL POSITION**

The Town Clerk informed members that the Christmas lights expenditure had been within budget and that, taking into account the monies collected from local traders, there would be approximately £3,000.00 available to support the acquisition of new lights.

Assuming similar costs for the erection, etc. of the lights for 2007, it was felt that it would be appropriate to look at renewing the lights for Market Jew Street and it was

**RESOLVED:** that the purchase of new lights should be investigated.

The Committee then considered its finances to the 31<sup>st</sup> January 2007 and it was

**RESOLVED:** to note the position.

The Committee also considered payments made in the months of December 2006 and January 2007 and it was

**RESOLVED:** to approve such payments (see Appendix "C" for both financial position and payments made).

## 73. **HEALTH MATTERS**

(a) Report from Cornwall County Council Health and Adult Social Care, Overview and Scrutiny Committee Meeting - 30<sup>th</sup> January 2007

As members were aware, the positive news relating to the reinstatement of services at St. Michael's Hospital and the preservation of services at West Cornwall Hospital had received a cautious welcome from health campaigners who would continue to hold a watching brief and it was

**RECOMMENDED:** that the position be noted.

- (b) Cornwall and Isles of Scilly PCT Board Meeting - 14<sup>th</sup> February 2007

The minutes of the last meeting had been received for information and it was

**RECOMMENDED:** that receipt be noted.

- (c) West Cornwall Healthwatch AGM - 23<sup>rd</sup> March 2007

For the information of members, details of this meeting had been copied with the agenda to confirm that the meeting would take place in Committee Room No. 1, York House, St. Clare, Penzance on the date shown and it was

**RECOMMENDED:** that the position be noted.

74. **REGENERATION MATTERS**

- (a) Newlyn Traffic Issues and Strategic Overview - Longrock to Mousehole - Meeting 8<sup>th</sup> February 2007

Councillors Granger and Lambourn had attended this meeting, the notes of which will be sent to all members with the papers for the full Council Meeting, and it was

**RECOMMENDED:** that the position be noted.

- (b) Penzance Harbour Business Plan - Joint Meeting of Regeneration Management and Consultation Group - 1<sup>st</sup> February 2007

Again, the notes from this meeting would be copied to all members for the next full Council Meeting.

Members expressed concern with regard to the consultation process in respect of the Harbour Business Plan and it was

**RESOLVED:** that the Town Clerk should write to Penwith District Council requesting that the Town Council is included in the list of consultees and that there should be direct dialogue between the Town Council, the District Council and Hyder Consulting, and through these meetings, concern should again be expressed with regard to the lack of a cohesive master-plan covering all aspects of the waterfront area and, in this respect, it was

**RECOMMENDED:** that the Head of Regeneration at Penwith District Council be invited to meet with the Town Council in order to clarify the objectives of the District Council to look at how an integrated plan could be formulated.

- (c) Newlyn Fish Industry Forum - Minutes of Meeting 15<sup>th</sup> December 2006

The Town Clerk advised that the minutes of the above meeting were available to any member who wished to have sight of them, and it was noted that good progress continued

to be made in respect of Newlyn Harbour developments, and it was

**RESOLVED:** that Tony Woodhams, the Project Co-ordinator, should be invited to the full Town Council Meeting, if he was available, to provide an update on developments.

(d) Regeneration Management Group Meeting - 1<sup>st</sup> March 2007

The Town Clerk advised that his notes from the meeting had yet to be prepared and together with formal minutes would be available to members in due course and it was

**RECOMMENDED:** that the position be noted.

(e) Penzance MCTi Meeting - The Group on Local Government and Community Organisation - 27<sup>th</sup> January 2007

Councillor Lambourn advised members that the Draft Plan was now 50 per cent complete and there had been a considerable amount of positive input.

He went on to advise that the next Theme Group Meeting would take place on the 22<sup>nd</sup> March in the Queen's Hotel, with the final aim of the initiative being to produce a 20 year strategic plan (up to 2027) by June 2007, and he assured members that full consultation would take place on the Draft Plan prior to its finalisation and it was

**RECOMMENDED:** that the position be noted.

(f) Objective One - Quarterly Newsletter July to September 2006 and Information re. Sea Fisheries - EU Funding 2007-2013

The above newsletter was available to any member who wished to have sight of it and it was

**RECOMMENDED:** that receipt be noted.

(g) Correspondence from Cornwall Enterprise - Partnership and Fund Services

Cornwall Enterprise had written to provide information with regard to areas in which the organisation could assist local businesses and groups and this information was available to any organisation which could benefit and it was

**RECOMMENDED:** that receipt be noted.

(h) Penwith District Council Capital Programme Forecast from 1<sup>st</sup> January 2007

The Town Clerk advised that he had extracted the above forecast from an appendix to a recent District Council Resource Meeting and it had been copied for information to members and it was

**RECOMMENDED:** that receipt be noted.

(i) Townscape Heritage Initiative Meeting - 14<sup>th</sup> February 2007

The Town Clerk advised that he had attended the last meeting of the THI group and he was seeking the formal minutes of the meeting which would be copied to all members for information and it was

**RECOMMENDED:** that the position be noted.

(j) South West Regional Development Agency - Convergence Programme Presentation - 31<sup>st</sup> January 2007

Councillor Lambourn advised that he had attended this presentation and he provided a brief report.

A query was raised regarding the £3 million convergence funding allocated in respect of the Route Partnership and it was

**RECOMMENDED:** that a letter be sent to the Route Partnership Project Co-ordinator seeking clarification with regard to the status of the various streams of funding in respect of the scheme.

75. **CORRESPONDENCE RE. 771 SQUADRON AT RNAS CULDROSE**

The Town Clerk advised of correspondence which had been received from Helston Town Council concerning plans to privatise the 'Search and Rescue' service currently operating out of RNAS Culdrose and the affect this would have on the personnel employed in the area.

The letter was seeking support from all Local Town and Parish Councils and it was

**RECOMMENDED:** that this matter should be carried forward to full Council.

76. **LOCAL GOVERNMENT REVIEW IN CORNWALL - CORNWALL COUNTY COUNCIL SUBMISSION TO THE DEPARTMENT OF COMMUNITIES AND LOCAL GOVERNMENT**

The County Council had now provided the Town Council with the three formal documents relating to their submission to the DCLG (which were also available on-line) and it was

**RECOMMENDED:** that receipt be noted.

77. **CONSULTATION ON AMENDMENTS TO THE MODEL CODE OF CONDUCT FOR LOCAL AUTHORITY MEMBERS**

The consultation on amendments to the Model Code of Conduct document had been copied to all members prior to the meeting and an extension of time, relating to consultation, had been granted in order that the matter could be considered by full Town Council.

The Town Clerk asked members if they could provide any proposals, for consideration, to the office ahead of the meeting and it was

**RECOMMENDED:** that the position be noted.

78. **DEFRA - FISHERIES 2027 - TOWARDS A CONTRACT FOR THE FUTURE OF MARINE FISHERIES**

Information had been received from DEFRA concerning a 20 year Fisheries Plan which carried a consultation deadline of the 26<sup>th</sup> April.

The document would be copied to all members for consideration at full Council and it was

**RECOMMENDED:** that the position be noted.

79. **REVIEW OF THE QUALITY TOWN AND PARISH COUNCIL SCHEME**

Information concerning the Quality Town and Parish Council Scheme had been copied to all members prior to the meeting.

The Government were now indicating that consideration was being given to mandatory compliance with the scheme and further information was awaited and it was

**RECOMMENDED:** that the position be noted.

80. **DRAFT LESCUDJACK MANAGEMENT PLAN**

Members were advised that the draft Lescudjack Management Plan was available for all interested members from the Town Clerk's Office.

Councillor Ruhrmund was the Town Council's representative on the Management Group and it was

**RECOMMENDED:** that this item be left open for comment at full Council.

81. **PROPOSED REVISION TO STANDING ORDERS - COMMITTEE MEMBERSHIP**

The Town Clerk advised members that in the past when the Council was comprised of 15 members, committees were of different sizes, ie. 11 on GPs and Planning and 9 on Finance and Penlee House.

Given that the Council now comprises 20 members, the Town Clerk felt that committees could operate efficiently with a composition that allowed for no more than 13 members and no less than 9 and that this proposal would provide Councillors with greater choice relating to their areas of interest.

The proposal would require an amendment to Standing Order 53 which would need discussion and resolution at the next full Town Council Meeting and it was

**RECOMMENDED:** that a decision be made at this time.

9.33 pm

Chairman  
21<sup>st</sup> May 2007