

LOOE TOWN COUNCIL

**MINUTES OF THE ENVIRONMENT & PUBLIC PROTECTION
COMMITTEE MEETING**

held in the Council Chamber, The Guildhall, Fore Street, East Looe on
Monday 9th January 2012 at 7.00pm

REPORT TO COUNCIL

PRESENT

Chairman – Cllr M Gregory
Cllrs T Crane, E B Galipeau,
Mrs M Powell, A Toms (late arrival)
and D Welch

OFFICERS

Assistant to the Clerk – Mrs Annette Keen

IN ATTENDANCE

Cllr Mrs E Hannaford
Cllr C Rose
Mr Alistair Uglow – Project Engineer Cornwall Council
PC Helen Libby – Devon and Cornwall Constabulary
Mr Malcolm Brooks and Mr Colin Crabb – Fight Looe Road Closure Committee
members
Mr Derek Powell - Member of the Public

37. APOLOGIES

Apologies were received from Cllr D Bryan.

38. TO RECEIVE DECLARATIONS OF INTEREST

Councillor Mrs Powell declared an interest in any matter raised concerning the New Year's Eve Fireworks.

Councillor Mrs Hannaford declared an interest in any matter raised concerning Cornwall Council and SECTA.

Councillor Galipeau declared an interest in any matter raised concerning East Looe Town Trust.

Councillor Toms declared an interest in any matter raised concerning Cornwall Council, Looe Harbour Commission and Looe Development Trust.

39. TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC

Councillor Gregory acknowledged the members of the public present and stated that as they were there to ask questions regarding the Polean Access Road Layout Consultation it would be best to take these questions after we had received the presentation from Mr Alistair Uglow of Cornwall Council.

40. TO RECEIVE A PRESENTATION FROM MR ALISTAIR UGLOW OF CORNWALL COUNCIL HIGHWAYS – PROPOSED IMPROVEMENT TO POLEAN ACCESS ROAD JUNCTION

Councillor Gregory thanked Mr Uglow for attending the meeting to show us the proposals for the Polean Site Access Road Junction. This was referred to the Environment and Public Protection Meeting from the Planning Meeting of 3rd January 2012.

There were proposals to be discussed and there were pro's and cons for all proposals.

Mr Uglow stated that the background to the scheme was that he was asked to look at ways to improve the junction to ease vehicles in and out of the junction. The junction is unsuitable to take on the extra volume of traffic as it is and needs to be improved for any future developments. The acute angle and steep gradient where the two roads meet, large vehicles in particular having difficulty turning in and out of the junction.

The proposals were:

Widen the junction only

Widen the junction with Mini-Roundabout – This would be easier for vehicles coming out of the junction.

Traffic Signals – This would be a big advantage for large vehicles turning into the Polean site as traffic on the Polperro Road would be stationary on a red light. Mr Uglow was keen for this proposal but the queues of traffic on the main road would be too great. Therefore, the signals option became unviable, which left two options (1) widen the junction or (2) widen the junction with mini roundabout.

Mr Uglow stated that he wanted to seek the view of Looe Town Council during the consultation.

Mr Uglow then proceeded to explain the implications of both options.

There then followed questions and concerns from members of the Committee and members of the public, particularly with reference to the safety aspect for pedestrians. Mr Uglow stated that he is waiting for a safety audit report. Other concerns raised were regarding the trees, entrance from Polvellan Terrace, road closures and the implications on the land owned by Mr Brooks and timescales.

Mr Brooks also raised concerns about the timings with the current West Looe road closures and proposed St Martins Road closure which is due to South West Water upgrading all sewage pipes.

Mr Crabb stated that the Town Council needs to understand the difference between the two options and the impacts of the two.

The general feeling was that option 1 – widening of the road, would be most appropriate.

The Chairman thanked Alistair Uglow for attending the meeting and the consultation will be taken to Full Council on Monday 16th January 2012, we will get the Council's view back to them prior to the end of the consultation date of 20th January 2012.

Mr Alistair Uglow, Mr Colin Crabb and Mr Malcolm Brooks then left the meeting at 8.10pm.

41. MATTERS ARISING FROM MINUTES OF THE MEETING OF 21st NOVEMBER 2011

.1 CCTV Upgrade

The Chairman reported that the Town Council have now ordered the new CCTV system from Securiguard. The Town Clerk has written to both East Looe Town Trust and The Cornish Bakehouse requesting permission to install receiver hubs onto their premises.

Councillor David Welch informed the Committee that the new system should be installed at the end of January or beginning of February 2012.

Councillor Toms reported that he had spoken with Paul Steeper of Securiguard and there would be a considerable saving if all three town organisations joined together for a CCTV system ie East Looe Town Trust, Looe Town Council and Looe Harbour Commission as only one licence would be needed.

The Chairman suggested that the Clerk could arrange a meeting with Looe Harbour Commission and East Looe Town Trust to discuss this matter.

42. TO DISCUSS THE LOOE COMMUNITY OFFICER JOB DESCRIPTION AND MAKE RECOMMENDATION TO FULL COUNCIL

The Chairman referred to the Role Profile, Appendix 'A', which had been circulated to members prior to the meeting. Councillor Gregory stated that the main accountabilities would fit in with the deterring of anti-social behaviour ("Looe Safe") and the role of the Looe Community Officer is not to do the work of Cornwall Council Enforcement Officers but to report incidents to them and provide relevant evidence. They will be the eyes and ears of the town and get to know the residents.

Councillor Crane raised concerns whether it would be more advisable to contract out.

Councillor Gregory stated all new employees are employed on a six month trial period.

Councillor Toms requested that Council receive frequent reports from them. Councillor Gregory agreed to add this into the Job Profile.

Councillor Galipeau stated that we need to be clear what the protocol is and raised a number of points. However, Councillor Gregory explained that the concerns raised by Councillor Galipeau were normal operational issues that are controlled through good management and employee development.

PC Helen Libby confirmed that in their role they would only be able to ask the traffic to move on.

Councillor Mrs Hannaford stated that we need to make the right choice and offer proper training.

The Chairman proposed with the amendment request from Councillor Toms that recommendation to Full Council be that Looe Town Council employs a Looe Community Officer, seconded by Councillor Welch it was:

RESOLVED

With a vote of 4/1 against (Councillor Galipeau voted against) and one abstention to make recommendation to Full Council to accept the proposal as above.

Councillor Mrs Hannaford left the meeting at 8.50pm.

43. TO REVIEW NEW YEAR'S EVE AND LANTERN PROCESSION

.1 New Year's Eve

The Chairman stated that from the Council's point of view everything went well.

Mrs Powell, organiser of the fireworks, reported the lack of stewards on New Year's Eve. She had organised fifteen volunteer stewards but only three turned up on the night. The Chairman asked Mrs Powell whether she was considering stepping down from this year's fireworks fundraising. Mrs

Powell requested that a separate committee be set up to be run by an outside organisation.

Councillor Galipeau asked the question whether the Council should look again at supporting the fireworks.

The Chairman suggested that we get interested parties to form a working group and requested that 'New Year's Eve' be put on the Agenda for the next Environment and Public Protection Meeting.

.2 Lantern Procession

It was suggested that next year there only be two processions as there was lack of interest from the Millpool this year.

The Chairman suggested that next year we could start the procession from The Rose Garden, The Globe and The Millpool and end up in West Looe Square for the Carol Service. Although this has been suggested in the past, the new arrangements for road closures now makes this a more viable option. This could alternate each year. This item will be added to the Agenda for the next Environment and Public Protection Meeting for discussion.

44. TO RECEIVE AN UPDATE ON PROGRESS OF PROJECTS:

.1 Seats

Looe Harbour staff on our behalf are working their way round the town repairing and replacing all the seats owned by Looe Town Council.

.2 Grit Bins

This is still ongoing with Cornwall Council.

.3 Public Conveniences

Looe Town Council are no further forward with discussions with Cornwall Council.

45. MATTERS FOR URGENT/FURTHER DISCUSSION AS DETERMINED BY THE CHAIRMAN

.1 Letter received from Lansallos Parish Council regarding Public Conveniences

This matter was deferred to the next Environment and Public Protection Meeting.

The meeting closed at 9.00pm

Appendix 'A'

Role Profile

Role title	Looe Community Officer
Employer	Looe Town Council
Grade	Subject to JE
Reports to (role title)	Looe Town Clerk
Version	4

Date	3 rd January 2012
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If you would like this information in another format please contact:

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East Looe

Looe

PL13 1AA

Tel: 01503 262255

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Role purpose

Under the direction of the Town Clerk, the role holder will contribute effectively to the achievement of the Towns Environment and public health objectives and the wider vision and priorities of the Council.

The Role holder will undertake regular patrols of the Town in order to ensure it is a safe and clean environment and assist visitors with information about the facilities within the Town.

The Looe Community Officer (LCO) will be key in getting to know and helping the members of the Town community and local residents associations and responding to their enquiries and problems

The LCO will keep the streets litter, dog fouling and graffiti free, will deter anti-social behaviour, direct traffic, deal with vehicles causing obstructions, moving parking offences and support enforcement officers as required.

The LCO will work with the police to reduce crime and the fear of crime and work with the emergency services and others to maintain a safe environment.

The role holder will deal with local issues at a local level

The role holder will be required to deliver the accountabilities outlined below, as directed by the Town Clark.

The role holder will be located within Looe

Dimensions

Annual financial accountability
None
Direct accountability for the following roles
None
Total number of employees that report to the role (directly and indirectly)
None
Other key statistics
Details on Looe TC

Context

Many of the services and interventions are delivered by a range of interventions, including inspections, advice and education, and formal sanctions.

The role holder will play a vital part in delivering outcomes which improve the community of Looe, through advice, education, regulation and effective partnering arrangements.

The role holder must also contribute in devising more efficient ways of working, particularly in respect of more integrated working between the potential partners and agencies, and the Community Network Manager.

Accountabilities

1. The role holder will undertake regular patrols of the town to;
 - Deter anti-social behaviour and support enforcement officers where appropriate.
 - Detect Envirocrime issues such as littering, dog fouling etc
 - Gather evidence to support relevant enforcement authorities.
 - Work in partnership with other agencies such as the police, Cornwall Council etc.
 - Encourage responsible behaviour of people visiting the Town.
 - Identify potential problems.
 - Get to know the members of the Town community and local residents' associations and respond to their enquiries and problems.
2. The role holder will be required to deal with a wide range of environmental crime issues including fly tipping, dog fouling, littering and abandoned vehicles. Where a perpetrator of these crimes has been identified, the role holder will be required to issue a fixed penalty notice (FPN) and/or gather evidence for the relevant enforcing authority.
3. The role holder will be allocated complaints which relate to environmental crime matters. The role holder will be expected to manage this caseload, investigate the allegations made, evaluate the seriousness of each, identify the cause and where appropriate, identify corrective action to remedy the matter and where appropriate prevent recurrence. This could be by the use of appropriate enforcement powers.
4. The role holder will direct traffic, deal with vehicles causing obstructions and moving parking offences
5. The role holder will provide information to the public that will enable them to get the most from their visit to Looe. This will include giving directions, information about amenities, shops, food outlets, licensed premises, car parking, public conveniences etc.
6. The role holder will assist with Town events
7. The role holder will help keep the streets and roads clean and tidy through regular litter picking, weeding, graffiti and fly posting control.
8. The role holder will carry out condition surveys, minor repairs and maintenance work to street furniture.
9. The role holder will, occasionally be allocated routine complaints which relate to environmental protection matters (including nuisance) and be expected to gain evidence for the relevant enforcing authority as directed by the Town Clark. The role holder will be expected to manage this caseload.
10. The role holder will attend meetings with groups and partners such as residents associations, schools, Cornwall Council, Environment Agency, Police Authority, the Joint Services Groups in Cornwall, and PACT, as and when required and directed.
11. To assist the relevant enforcing authority in the preparation and prosecution of cases for environmental crime matters including appeals.
12. To attend court and give evidence as a witness or supporting enforcement agency staff who are giving evidence in connection with environmental protection, environmental crime, appeals, tribunals and Coroner's inquests.
13. To assess and determine if a vehicle is deemed abandoned and where appropriate report to Cornwall Council.
14. To develop or assist in campaigns and initiatives to promote environmental protection and environmental crime issues.
15. Assist in the delivery of an effective, economically sustainable and efficient service that is designed and delivered around the needs of the community, accessible and responsive to all.
16. To identify and develop the procedures to meet the requirements of the Public Health legislation within agreed policies and practices as appropriate.

17. To assist the Town in the formulation of reports and business plans as required.
18. To comply with and help achieve best practise against, relevant legislation, regulation, government and Council policies (Including personnel, health and safety, finance and information management) in order to support organisational performance improvement and increased customer satisfaction.
19. To contribute towards developing the service through strategic direction and regular review of performance management to ensure targets are met and standards are in line with Town Council priorities, customer requirements and legislative changes.
20. To uphold the ethics of the Town Council, demonstrating probity at all times.
21. Be prepared to work out of hours as and when required by the role. The job involves regular evening and weekend work.
22. Will wear a uniform at all times when on duty and protective clothing when necessary
23. To carry out such other duties as may be assigned relevant to the post.

Key objectives for the next 12 months

The key objectives will be set in the role holder's annual Performance Development Plan.

Competencies and other requirements

Behavioural Competencies	Recruitment and selection
<p>Focussing on Customers Understanding customer needs and wants and delivering in a customer focused way. Dealing effectively with customers and going the extra mile to deliver excellence in customer service.</p> <ul style="list-style-type: none"> • Ensuring others' awareness of their customers, ensuring self and others have a thorough understanding of customer needs. • Ensuring processes and practices enable flexibility to respond to individual customer needs. • Encouraging people to be flexible in how they deliver to individual customer needs. • Using customer feedback systems to identify and take appropriate action. • Ensuring diversity policies and practices are followed when dealing with customers. • Monitoring the outputs of self to ensure they meet quality and customer service standards. • Ensuring safeguarding policies and practices are followed when dealing with customers. 	<p>Interview</p>
<p>Delivering Results Delivering tangible results and driving and supporting achievement of potential. Relentlessly striving for excellence and delivery of the Councils and personal objectives.</p> <ul style="list-style-type: none"> • Setting and agreeing stretching targets, objectives and standards. • Anticipating barriers to delivery and help taking action to remove them. • Promoting the need to focus on inputs and outputs. 	<p>Interview</p>

<ul style="list-style-type: none"> • Reviewing delivery against individual, Town objectives. • Expressing enthusiasm and commitment to achieve results. 	
<p>Managing resources, performance and risk Managing resources to deliver best value. Taking a rigorous approach to risk management and reporting. Paying attention to detail, and driving and supporting legal and governance compliance. Seeking, implementing and managing approaches to ensure delivery of high performance.</p> <ul style="list-style-type: none"> • Seeking ways to use resources to achieve best value. • Promoting and adhering to risk management requirements. • Anticipating issues and taking action to mitigate risk. • Promoting and checking attention to detail, and legal, policy and governance compliance. • Ensuring use of internal processes and systems. • Directly addressing performance issues impacting on delivery. 	Interview
<p>Communicating, influencing and promoting the Council Communicating credibly, with impact, in ways that promote understanding by a wide range of people. Choosing the optimum time to intervene, verbally or in writing, to achieve most impact. Speaking and writing clearly and fluently. Listening attentively and maintaining confidentiality. Promoting the Council;</p> <ul style="list-style-type: none"> • Using the most appropriate communication vehicle and style for the audience and message. • Identifying and acknowledging the needs of others, to gain commitment. • Encouraging others to actively listen and check their understanding. • Ensuring continuous two way communication. • Presenting a clear well reasoned case and selling benefits to others. 	Interview
<p>Continuously developing and improving Demonstrating interest and a desire to learn. Inspiring and encouraging others to develop. Seeking opportunities to continually improve own and others knowledge, skill and competence. Identifying and maximising talent by engaging and developing people to be the best that they can be.</p> <ul style="list-style-type: none"> • Seeking and taking opportunities to coach and develop others. • Supporting others in planning, monitoring and evaluating their personal development. • Encouraging and supporting others to look for opportunities to improve the way things are done. • Promoting, encouraging and supporting continuous individual and team development and performance improvement. • Encouraging open debate and challenge, innovation and continuous improvement. • Analysing, responding to, and learning from success and failure. 	Interview

<p>Championing Change Anticipating and preparing for the future, and adapting to changing circumstances. Taking a constructive approach to change and championing the benefits and the need to adapt. Transforming and aligning Looe Town Council in a new and challenging direction.</p> <ul style="list-style-type: none"> • Explaining the reasons for change and promoting the positive aspects and benefits of change. • Encouraging and supporting others to deal with change and tolerate ambiguity, keeping people informed of progress during change. • Proactively seeking information on possible future developments. • Proactively consulting those who might be or are affected by change and assessing and acknowledging the impact of change on people. • Acknowledging the concerns of others and respecting their different views, acting objectively and supportively to address others' concerns. • Ensuring own verbal and non-verbal cues communicate calm measured response to change. 	<p>Interview</p>
<p>Collaborating and working in partnership Collaborating with colleagues and internal and external stakeholders and partners. Building, maintaining and utilising positive internal and external partnerships. Embracing cross-cutting agendas. Promoting Looe Town Council's broader community agenda.</p> <ul style="list-style-type: none"> • Supporting the actions and decisions of self and others. • Proactively seeking opportunities to collaborate to maximise outputs. • Proactively seeking, developing and utilising value adding internal and/or external relationships. • Actively seeking to engage and involve relevant others. • Ensuring own accessibility and pro-actively supporting colleagues and team. • Identifying and ensuring win-win outcomes for self and others. • Promoting good equalities practice and valuing diversity. 	<p>Interview</p>
<p>Using information and making decisions and improving Using information to make judgements, inform decisions and solve problems. Organising information to support evidence-based views and proposals. Organisationally aware, seeing the "Big Picture" and how the Council works. Thinking beyond the present to develop plans and strategies tailored to future individual, team and /or organisational needs.</p> <ul style="list-style-type: none"> • Organising information in a way that supports analysis and identification of possible solutions. • Taking full account of a significant level of detail to analyse, make judgements and take decisions. • Identifying and analysing facts, patterns and trends to make judgements. • Ensuring own and others' understanding of the validity, relevance & limitations of different sources of information. 	<p>Interview</p>

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| <ul style="list-style-type: none">• Making balanced judgements and decisions when information is incomplete. | |
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Functional competencies	Recruitment and selection
Knowledge and experience of the regulatory services delivery landscape; their practices, best practice techniques and legislative impact.	Interview Application Form
Up to date knowledge of environmental crime including a good knowledge of the Environmental Protection Act.	Interview Application Form

Qualifications, training or other requirements	Recruitment and selection
1. The role holder will have a minimum of a GCSE in English and Maths, as well as an A level in a science related subject. Equivalent qualifications will be considered.	Application Form Interview
2. The role holder must be able to demonstrate previous successful experience of working in an enforcement role.	Application Form Interview
3. Successful experience of delivering tangible outcomes for the benefit of customers and/or service users.	Application Form Interview
4. Successful experience of giving advice to and building relationships with community groups or the public.	Application Form Interview
5. Successful experience of working with partners and external bodies to achieve service delivery aims and objectives.	Application Form Interview
6. Successful experience of working in an organisation and meeting health and safety requirements, risk management and principles of project management.	Application Form Interview
7. Understanding the need of promoting diversity and equality of opportunity in both employment and service delivery.	Application Form Interview
8. The normal duties of the role will involve travel throughout the Town, and it is a condition of employment that you can exercise satisfactory travel mobility in order to fulfil the obligations of the role.	Application Form Interview
9. The role holder will be required to work regularly outside of normal office hours.	Application Form Interview
This post is subject to a CRB check	Yes