



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 5th April 2018 at 7.00pm in the Council Committee Room, 4, York Road, Torpoint.

PRESENT: - Councillors Miss R A Tanner BEM (Chair), Miss R C Baker, L Clarkson, G J Davis, Mrs. J M Martin, J Tivnan BEM plus the Deputy Town Clerk.

	ACTION
<p>120-17 DL Apologies for absence:- Mrs. C E Goodman (Deputy Town Mayor), Mrs. C A Jackson, L E Keise (Town Mayor), Mrs S Ryder.</p>	
<p>121-17 DL Declarations of Interest relating to items on the Agenda:- None.</p>	
<p>122-17 DL Minutes of the previous meeting:- The minutes of the Development and Localism Committee meeting held on the Thursday 1st February 2018 were taken as read, confirmed and signed by the Chairman.</p>	
<p>123-17 DL Matters arising from the minutes:- a) Devolution of a programme of assets/services:- Pursuant to minute number 110-17 DL (a) the Chair reported that a survey of the play parks being considered for devolution has been undertaken and submitted to Cornwall Council (CC), the Chair explained the survey details the urgent work currently needed in the parks. Councillor Davis and Councillor Tivnan discussed how the Council plan to maintain the play parks when they are devolved. Councillor Clarkson highlighted the poor condition of the majority of the play equipment in the parks citing examples of other locations where their equipment is of a higher standard. Councillor Davis added that it is anticipated that the Council will explore funding opportunities when the parks are devolved.</p> <p>The Deputy Town Clerk reported on behalf of progress made by CC, explaining that the Strategic Development Group meeting that was due to be held recently was cancelled due to he lack of attendees, adding the TUPE issues and the waste costs are being investigated and a response will be chased up.</p>	DTC

<p>Tennis hut – the Chair reported that the asbestos survey has now been conducted on the tennis hut, with an outcome of: “Asbestos materials were not identified within the areas surveyed.” Whilst viewing photographs of the interior of the tennis hut along with the outcome of the asbestos survey, members were of the opinion there may be opportunities to use the hut in the future and suggested the Council funds a structural survey of the tennis hut, before making a decision on the demolition. Members recommend this council researches the cost of a structural survey on the tennis hut, with a view to undertaking the survey, to be able to formulate options for future usage. The Chair highlighted the importance of opening the tennis courts again for social usage, especially as the fence is becoming damaged where unauthorised access to the tennis courts is being made, it was recommended permission is sought from Cornwall Council to unlock and lock the tennis courts daily during the Spring/Summer period. The Chair explained the damaged fence was highlighted in the parks survey, which is a health and safety issue.</p>	<p>Council</p> <p>Council</p> <p>DTC</p>
<p>b) Bus shelters:- Pursuant to minute number 110-17 DL (b) the Deputy Town Clerk explained that although three shelters were ordered, only two bus shelters have been installed to date. Results of the BT line survey at the bottom of Goad Avenue are awaited before authorising the installation of the third shelter.</p>	<p>DTC</p>
<p>c) Bringing colour to the town:- Pursuant to minute number 110-17 DL (c) Tor4(i) bringing colour to the town the Chair highlighted a suggestion to install bunting across Fore Street. Members were supportive of this suggestion identifying the forthcoming Royal Wedding in May as a deadline for the bunting to be up. Councillor Tivnan explained that permission to erect bunting across the highway will be required from Cornwall Council (free of charge) and volunteered to complete the form on behalf of the Town Council along with measuring the width of Fore Street to calculate the total length of bunting needed. Members recommend:</p>	<p>JT</p>
<p>a) A quotation to purchase a quantity of durable bunting, capable of withstanding the weather conditions, to be hung diagonally across Fore Street is sought, in time for the bunting to be put up before the Royal Wedding on Saturday 19th May 2018.</p> <p>b) The bunting is erected on suitable/appropriate locations on properties in Fore Street, according to health and safety legislation.</p>	<p>Council</p>
<p>d) War Memorial:- Pursuant to minute 110-17 DL (d) the Deputy Town Clerk presented members a paper, compiled by Councillor J Tivnan, giving much detail on the history of the existing war memorial and the proposals for the new memorial. Councillor Tivnan spoke on the paper (<i>Appendix 1</i>) explaining that unfortunately the War Memorials Trust do not give financial assistance for new war memorials. The paper contained a summary of the quotations for the proposed new war memorial which have been obtained by Councillor Tivnan and copied from <i>Appendix 1</i> (see below).</p>	

Company	Price	Notes
1st Choice Memorials Ltd	£8715.00 plus VAT = £10,458.	For a thickness of 4 inches the price would rise to £9,940.00 plus VAT = £11,928.00 Re-enforced concrete shoe foundation to be completed in addition to the costs already quoted
Co-Op	£11,132.83 VAT Incl.	Manufacture and deliver to site only.
H G Stacey Ltd	£5838.00 plus VAT = £7,005.60 Overall cost (see notes) £8305.60	Site to be prepared by use of hiring in a mini digger and telehandler (approx.) £800.00. Cost of manufacture of precast re-enforced concrete shoe foundation £500.00
Arthur Bryant Funeral Services Ltd		Declined to quote.

The Deputy Town Clerk explained the budget amounts for this project as follows:
Development and Localism budget for the 2016-17 financial year £2,500.00; £2,500.00 for the 2017-18 financial year plus £2,500.00 for this financial year = Total £7,500.00.

Members considered the quotations and identified that for H G Stacey Ltd @ £5,839.00 plus VAT for the memorial stones, plus the hire of a digger and telehandler @ £800.00, plus the concrete shoe foundation @ £500.00. Councillor Tivnan explained that there will be an additional cost for the railings, with the estimate for this @ £1,200.00. The total cost for the project is therefore £7,889.00. The Deputy Town Clerk highlighted the war memorial project would therefore be predicted to overspend the total amount budgeted.

Members **recommended:**

- a) H G Stacey Ltd is awarded the contract to install two headstones with inscriptions engraved on the front of the headstones @ £5,839.00 plus VAT
- b) H G Stacey Ltd are contracted to hire equipment to prepare the site and suitable lifting equipment @ £800.00 plus VAT
- c) H G Stacey Ltd are contracted to manufacture the shoe foundation @ £500.00 plus VAT
- d) Railings to enclose the proposed new war memorials are purchased (*Appendix 2*) from AMS Fabrications @ £1,200.00 plus VAT.

Councillor Tivnan explained that there are complexities with the railings and other metal fabricators have been contacted, but not provided a quotation for this work.

The Chair and members thanked Councillor Tivnan for all his efforts with bringing this project to fruition, along with thanks to Mr Joe Plant for all the support and research he has provided on the war memorial project.

Council

e) CCTV:-

Pursuant to minute 110-17 DL (e) the planned location map for the CCTV cameras was explained by Councillor Tivnan. Members expressed concern that Cambridge Field would not be covered by cameras as part of the proposed scheme. Costings for the revised scheme are awaited from Cornwall Council Fire and Rescue Service. Members suggested the Council’s existing CCTV supplier could be asked to provide a quotation for the installation of CCTV cameras in the town, acknowledging that these cameras would not be remotely monitored at the Tolvadden Centre and therefore could only be used for crime detection.

DTC

f) Email accounts:-

Pursuant to minute 113-17 DL (a) the Deputy Town Clerk will circulate costings provided by the web provider on setting up and administering individual email accounts.

DTC

124-17 DL Items Referred to this Committee:-

a) Plymouth Emergency Notification System Partnership.

The Chair explained the new Plymouth Emergency Notification System Partnership (details circulated via email) which is being set up and co-ordinated by Plymouth City Council. Members considered the matter should be reviewed by the Council Emergency Plan working party and **recommended** this working party progresses this matter. Councillor Miss Baker expressed an interest to join this working party.

Council

125-17 DL To consider the Council Risk Management:-

a) Budget Monitoring – Development and Localism responsibilities (February 2018 Financial Comparison):-

Members reviewed and noted the financial comparison for February 2018.

b) Repair to the damaged walls in Rooms 1 and 2 of the Council Chambers:

Quotations for the repair to the damaged walls in Rooms 1 and 2 have been received as follows:

Contractor	Price	Additional Notes
Len Mitchell Plastering & Ceramics	£1,795.00	Preparation/plastering to walls and wood panelling in Treatment Room & Beauty Room
South East Cornwall Plastering	£2,410.00	Repair and re-plaster water damaged walls and replace wood panelling.

The work to be undertaken is part of the ongoing insurance claim, following the water ingress last year. Members **recommended** that Len Mitchell Plastering & Ceramics is awarded the contract to repair the rooms as per the quotation above.

Council

126-17 DL Policies referred to this Committee:-

None.

127-17 DL Localism:-

a) Vision Projects:-

Member reviewed the Vision Projects tracking document.

128-17 DL Correspondence:-

a) Seagull Survey – Liskeard Town Council (Cllr David Ambler)

Noted.

b) The Lynher Sail River Transport & SW HUB Project – B Bridgeman

Members **recommended** providing a letter of support for the Project, in line with the letter of support sent previously.**Council****129-17 DL Planning Applications:-**

None.

130-17 DL Accounts for Payment:-

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Garage No 7, April 2018	54.64	9.12	45.52
Mr D Benson	Work to garage double doors	15.00	0.00	15.00
Waterwise	Toilet seat & hinge pack	41.13	6.86	34.27
Mrs C F Southworth	Postage (Mayoral medals) Reimburse	7.25	0.00	7.25
Mrs C F Southworth	LED lamps (3) Reimburse	12.00	0.00	12.00

131-17 DL Date of Next meetingThursday 3rd May 2018 – apologies were submitted in advance by Councillor Miss R A Tanner (Chair).**132-17 DL Any Business that has been disclosed to the Chairman and members prior to the meeting**

- Councillor Davis presented a leaflet from the library which advertises the town, commenting that it was out-of-date, the Chair explained that this leaflet should be included for revision as part of the Communications Policy.

Meeting closed at 8.45pm. _____ Chairman