

MINUTES of the Torpoint Town Partnership (TTP) meeting held virtually on Wednesday 14th October 2020 at 7.00pm.

PRESENT: Cllr Mrs Chris Goodman - The Mayor (Chair), Cllr Ms Rachel Evans BEM, Cllr Mrs Kim Brownhill - Treasurer, Paul Smythe - Community Hub and Library Development Manager (CH&LDM), Cllr Mrs Julie Martin, Cllr Gary Davis, Mrs Jenny Hughes, Mrs Lyn Murray, Richard Pymm, Ray Skelly.

		ACTION
1.	Welcome - Chairman The Chairman welcomed all members to the meeting.	
2.	Apologies for absence There were no apologies.	
3.	Declarations of interest relating to items on the Agenda None declared.	
4.	Minutes of the previous virtual meeting held on Wednesday 16th September 2020There was one amendment required to the minutes of the previous meeting held on Wednesday 16th September 2020. At Item 5 Paragraph 13, the minutes should have read, "CIIr Julie Martin suggested that the lights should be put up one week before the Christmas lights switch on event on Saturday 28th November, and come down after the 6th January 2021."Apart from that one amendment required, the minutes for the previous meeting were read and accepted as an accurate record.	Paul Smythe
5.	 Christmas lights switch on event ClIr Chris Goodman asked ClIr Julie Martin for some feedback on developments since the last meeting. ClIr Julie Martin informed all those attending that: Kelly-Jane Brown has set-up a Facebook page, and asked everyone to join themselves, plus encourage everyone they know to do the same. Organisations that have agreed to take part included Carbeile School (Nativity Play), and Torpoint Nursery and Infant School (Christmas Carols). Both schools performances will be captured on video and uploaded on to the Facebook page. GraceNotes Acapella have also asked to be involved, and Kelly-Jane will be contacting the Torpoint Silver Band to invite them to take part as well. All those attending were asked to pass names to her if they knew of anyone else who might like 	All Kelly-Jane Brown Cllr Julie Martin

to take part, and she would pass that information on to Kelly-Jane.	
• The initial plan was to show the Christmas lights switch on, plus pre- recorded messages from Father Christmas before and after the lights were switched on. There would also be opportunities to post other related events on Facebook throughout December, as and when they occured.	
Once dates and timings for Father Christmas were confirmed by Richard Pymm, these could also be posted on Facebook.	Richard Pymm
 A decision had to be made on what competitions would be held. Examples given were; local traders shop window display, best decorated house, best decorated road/street, and children's Christmas card or picture competition. Later in the meeting it was agreed to have a traders shop window display competition and a children's Christmas card competition. Images from both competitions could be uploaded on to the Facebook page. Cllr Kim Brownhill said that the winning Christmas card designs could be printed and sold next year to raise funds. 	
• Although there would be no competition as such involving residents decorating their houses/streets, Cllr Julie Martin said that they could still be encouraged to do so, and photos of their display could be posted on Facebook. Cllr Gary Davis mentioned about having a competition for the best decorated Christmas cake. Cllr Julie Martin suggested that the best option would be for people to upload photos of their cakes, and Cllr Kim Brownhill added that they might like to do the same for their trees as well.	
• Kelly-Jane has also suggested an advent calendar type of event leading up to Christmas Day e.g. business owners promoting their businesses. This would also act as a fund raiser. Cllr Chris Goodman said that she would mention this at a local traders meeting on Monday 19th October.	Cllr Chris Goodman
Cllr Chris Goodman asked Richard Pymm for an update on behalf of the Torpoint & Rame Peninsula Lions, and he told all those present:	
• An Event Management Plan had been produced, which had been received and acknowledged by Cornwall Council. There was two elements to the plan detailing Lions involvement; the first was Torpoint and the surrounding district, and the second Bob's Barn at the library, where it was proposed to create a grotto. Cllr Julie Martin offered her support with this.	CIIr Julie Martin
 Current proposed dates and timings for Father Christmas being in his grotto at the library, complete with festive fairy lights and snow camouflage netting are: 	
 Sunday 29th November 1200-1400 Saturday 12th December 0930-1130 Saturday 19th December 0930-1130 	
• The grotto will be set-up during the period between the lights being put up and the lights being switched on. Video footage of Father Christmas in the grotto at Bob's Barn will also be captured during that week.	
 Covid-secure measures in place to satisfy the insurers, would include social distancing, facial coverings, a temperature check, NHS Test and Trace, and a one-way system. Father Christmas would not be wearing 	

	It was then discussed amongst all, whether an appointment system should be put in place. Paul Smythe said that introducing an appointments system for various library offers since reopening after lockdown had not been very successful, but CIIr Gary Davis added that a ticket system with timings on had appeared to work well in the past for The Friends of Thanckes Park Christmas Grotto. CIIr Julie Martin asked if tickets could be given out under current circumstances. CIIr Rachel Evans said not, but parents/carers could still be given time slots. CIIr Julie Martin mentioned about the handing out of chocolate Iollies, and whether they could be laid out on a table for easy collection. Richard Pymm said that the Lions intended to use BBQ tongs to hand out small bags of Haribo sweets. CIIr Chris Goodman said that she recently visited Tartendown Nurseries with Jules Cook from the Torpoint Post Office, and selected a Christmas Tree. Ray Skelly said that more lights for the tree was required. He would speak to the Town Clerk, as ideally he would like to change the tree lights, especially if the tree is bigger this year. CIIr Gary Davis asked how the tree would be put up; manually or mechanically. Ray Skelly replied that it would probably be manually, by a maximum of six people. However, he would contact Bob Carter about the possibly of loaning something mechanical. Richard Pymm kindly offered to help put up the tree if it was to be done manually. CIIr Gary Davis reminded everyone that at the previous meeting, he suggested that the tree could have an NHS theme, and that a grant could be applied for via the Community Chest Fund. If new lights were to be purchased, Lyn Murray mentioned once again about the idea of lighting a candle for loved ones, as it would be a good means of raising funds. CIIr Chris Goodman recommended that everyone look at what they have got and what they have not, before deciding what was required from there.	Ray Skelly Ray Skelly Richard Pymm
6.	Christmas Market Cllr Chris Goodman moved on to discussing the Christmas Market, and asked Cllr Rachel Evans if everything was going well with the preparations. Cllr Rachel Evans replied very well, and added that there was just not enough street space, as there was a large waiting list for stalls. Ray Skelly asked if the line of stalls could be extended past the library, but Cllr Julie Martin said no, as it is not part of the road closure. Lyn Murray wondered if the car park next to the library could be used for stalls, but Cllr Rachel Evans replied no because it belonged to Cornwall Council. However, they were looking at closing Quarry Street West to create extra space, and were waiting for a response to their application. Cllr Rachel Evans concluded by saying that overall, she was happy with Christmas Market preparations.	

8.	years accounts, before Cllr Chris Goodman thanked them both as well. Date of next meeting Wednesday 11th November 2020 at 7.00pm (virtual meeting).	
7.	Any other Business Cllr Julie Martin asked Paul Smythe about the possibility of the library organising a Halloween treasure hunt/pumpkin trail, and/or some form of Halloween colouring activity. Paul Smythe replied that he would look in to it, and invited Cllr Julie Martin to visit the library and further discuss the options. Lyn Murray said she had seen somewhere that someone was organising a pumpkin trail, and if anyone present was able to find out more information, to advertise it on the TTP Facebook page. Cllr Kim Brownhill thanked Lyn Murray and Jenny Hughes for auditing last	