

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 5th October 2017 at 7.00pm in the Council Committee Room, 4, York Road, Torpoint.

PRESENT: - Councillors Mrs. C A Jackson (Chair), Ms. R Baker, L Clarkson, G J Davis, Mrs. C E Goodman (Deputy Town Mayor), L E Keise (Town Mayor), Mrs. J M Martin and J Tivnan BEM plus the Deputy Town Clerk.

	ACTION
<p>67-17 DL Apologies for absence:- Councillors Miss L Hocking, Mrs S Ryder and Miss R A Tanner BEM.</p>	
<p>68-17 DL Declarations of Interest relating to items on the Agenda:- None.</p>	
<p>69-17 DL Minutes of the previous meeting:- The minutes of the Development and Localism Committee meeting held on the Thursday 7th September 2017 were taken as read, confirmed and signed by the Chairman.</p>	
<p>70-17 DL Matters arising from the minutes:-</p> <p>a) Devolution of a programme of assets/services:- Pursuant to minute number 57-17 DL (a) the Deputy Town Clerk detailed email correspondence from Cornwall Council representative advising that Councillor G Davis and the Cornwall Gateway Community Link Officer had recently met with a representative from the Cornwall Council public space team. This team are drafting costings for the assets previously identified by Torpoint Town Council for devolution, which will then require further consideration by the Cornwall Council Strategic Development Group. Additionally Cornwall Council is considering adding other open/green spaces not already identified by the Council to the proposed devolution list, it is hoped that this information will be received in time for the next meeting date of this Committee. Councillor Davis further reported on the meeting with Cornwall Council, explaining that he has given his support to the proposed devolution of projects, whilst acknowledging that further detailed discussions will be needed.</p> <p>Councillor G Davis reported meeting with CORMAC's Highways and Environment Manager for S E Cornwall during which the tennis courts and tennis hut were discussed, Councillor Davis explained that he anticipates Cornwall Council to be instructing the asbestos survey of the tennis hut very shortly.</p> <p>b) Bus shelters:- Pursuant to minute number 57-17 DL (b) the Deputy Town Clerk explained that research into all costings for shelters in the town was ongoing with Councillor Tanner and anticipated providing more information prior to the next meeting of this committee.</p>	

c) Town wide competition:-

Pursuant to minute number 57-17 DL (c) Tor2(i) members were pleased that the town logo competition was now up and running with the deadline for entries confirmed as midnight on Thursday 30th November 2017 with an iPad agreed as the prize for the winning logo design. Councillor G Davis sought clarification on family members entering the competition; the Deputy Town Clerk detailed No 4. of the Terms and Conditions: "*Torpoint Town Council employees, contractors, members and their immediate families are ineligible to participate in this competition. Torpoint Town Council reserves the right to verify eligibility and to adjudicate on any dispute at any time.*" Members were of the opinion that as the competition is being publicised by the local schools, employees, members and their immediate family of the Council may not have knowledge about who submits an entry. The Deputy Town Clerk explained that all competition entries will be logged on behalf of the Council and the entries will be anonymous. Therefore, Council **recommended** that all entries will be received and considered by the Council and subsequently entered into the competition, however, in the event of a winning logo being chosen, submitted by an entrant who falls under No 4. of the Terms and Conditions, then the winner will **not** receive the prize of an iPad.

Council

The Deputy Town Clerk sought clarification of who to invite to be part of the judging panel for the competition, members **recommended** a minimum number of five persons from the following list: The Mayor, Deputy Mayor, Captain RALEIGH, Chair of the Torpoint & Rame Chamber of Commerce, Town Crier, President Torpoint & Rame Peninsula Lions and a representative from a local printing company.

Council

d) Bringing colour to the town:-

Pursuant to minute number 57-17 DL (d) Tor4(i) Bringing colour to the town, Councillor Tivnan explained that he is waiting to hear from Liskeard Town Council about their plant watering and feeding scheme. Councillor Tivnan added that a meeting has been set up with a local plant Nursery to look at the planting at Sparrow Park.

The Deputy Town Clerk highlighted the Mayor will be hosting an event in the future with the local retailers and SMEs, to look at, amongst other things, how the town could be brightened up.

e) War Memorial:-

Councillor Tivnan explained that quotations are awaited for the following:

1. 9 metres of railings with a central gate and powder coated black,
2. Polished Granite Stones x 2 engraved as above,
3. Removal of current galvanised gates/fencing and reduce current raised plinths to ground/tarmac level and install one section 22 foot long and 1 metre wide and edge same with kerbstone or recycled stone currently used as edging explaining that all quotations will be given to the Town Clerk.

Councillor G Davis drew attention to the Council's Best Value Statement and Financial Regulations for the proposed work with Councillor Tivnan responding that these have all been taken into consideration. Members **recommend** that should the three written estimates be received, in compliance with the Best Value Statement, these would be considered at the Council meeting.

Council

<p>f) CCTV visit to Tolvadden Control Centre:- The Deputy Town Clerk reported organising the forthcoming visit to Tolvadden on Tuesday 10th October to view the CCTV Control Centre, although only three members are expected to attend it was agreed to proceed with the visit. Councillor Tivnan explained that along with the Tamar Bridge and Torpoint Ferry Committee, other towns in S E Cornwall are being considered for a possible CCTV "link-in". Councillor Tivnan invited questions from other members in advance of the planned visit to Tolvadden.</p>	<p>Officers</p>
<p>71-17 DL Items Referred to this Committee:- None.</p>	
<p>72-17 DL To consider the Council Risk Management:- a) Budget Monitoring – Development and Localism responsibilities (August 2017 Financial Comparison):- Members reviewed and noted any changes since last month.</p>	
<p>73-17 DL Policies referred to this Committee:- a) Communications Policy:- The following was discussed pertaining to the development of a Communications Policy for the town council:</p> <ul style="list-style-type: none"> ➤ Deputy Town Clerk referred to a paper giving a summary of website usage for the period December 2016 to October 2017. ➤ The Town Clerk and Deputy Town Clerk have attended the Regional Conference of the Society of Local Council Clerks (SLCC) where a presentation on the benefits and pitfalls of councils joining social media was given, Officers to circulate the presentation to members. ➤ Once the town logo competition is finished and a new logo agreed and published, the image of the town council can be enhanced further. ➤ Newsletters; Mayor's Communications; Annual meeting minutes can be shared. ➤ Press releases issued when appropriate. ➤ Website, noticeboards – all being used currently. ➤ Internal communications – when replying to emails from Officers, Members were mindful to the use of "Reply all" and asked that this is only used when necessary. ➤ Setting up generic email addresses for Members is being considered with the webmaster. 	<p>Officers</p> <p>Members</p>
<p>74-17 DL Localism:- a) Vision Projects:- Referring to the Vision Projects tracking document previously circulated, Councillor G Davis explained that projects are currently moving forward.</p> <p>b) Development and Localism Budget Proposal 2018-2021 (2017 – 2020) paper circulated:- Members considered the 3 year plan for 2018-2021. Key points of note included:</p> <p>i) Japanese Knotweed Removal:- Members considered either transferring this budget allocation to the Asset Management & Operational</p>	

<p>budget proposal or including the figure in the Play Areas budget.</p> <p>ii) Library:- Members were mindful of the tight deadlines set by Cornwall Council to enable a response to be made on a way forward for the future provision of a library service in Torpoint. A visit to Devonport Library has been arranged and a visit to Plymstock Library will be arranged in the near future. (The Chair, Councillor Mrs C A Jackson, declared a pecuniary interest as an employee at Torpoint Library and left the meeting whilst this matter was discussed and the Mayor chaired this item.)</p> <p>iii) Transport initiatives:- Members were mindful to include a budget amount for 2018-19 of £10,000 for Transport initiatives in the town, whilst highlighting that an amount of £15,000 is being held in reserves.</p> <p>iv) Youth services in the town:- Councillor G Davis cited the example of Saltash Town Council publicising a tender for the amount of up to £40,000 from their annual budget towards youth work services in Saltash. Councillor G Davis summarised the details of the tender, adding that in his opinion Torpoint would benefit from offering an amount from their 2018-19 budget towards youth work services in the town. Councillor Tivnan was supportive of Councillor Davis' suggestion and proposed that an amount of £10,000 is included in the budget proposal. Councillor Mrs Julie Martin opposed the proposal, providing a detailed explanation of the reasons why.</p> <p>After further consideration it is recommended that the Development and Localism development plan as attached to these minutes are referred to the Finance and Personnel meeting when the budget for 2018-19 is considered.</p> <p>Councillor G Davis recorded thanks to the Town Clerk for the work undertaken on the circulated Development and Localism Budget Proposal 2018-2021.</p>	Officers
<p>75-17 DL Correspondence:-</p> <p>a) Crowd funder Stamp Appeal, Bone Cancer – Mr T J Bray:- Noted.</p> <p>b) Torpoint & District Twinning Association – Festival 2018:- Members noted the correspondence adding that as a date for a festival event in 2018 had not yet been agreed, a response from the Torpoint Town Partnership committee is more appropriate under the circumstances.</p> <p>c) Cornwall Air Ambulance – funding enquiry:- Noted, funding application and guidance notes to be forwarded.</p> <p>d) The Local Government Boundary Commission for England – Electoral Review of Cornwall:- Members recommended deferral to December 2017 council meeting.</p>	Officers Council

76-17 DL Planning Applications:-

a) PA17/07830 – Proposal change of use of part of shop selling cards, gifts and flowers to incorporate a small Tearoom/Coffee shop within shop are. (No internal operations) – Karkadia 2 - 4 Tamar Street, Torpoint.

No objections or observations.

77-17 DL Accounts for Payment:-

PAYEE	REASON	GROSS	(VAT)	NETT
Atlas Graphics (SW) Ltd	Road signs (2)	129.60	21.60	108.00
Torpoint Town Partnership	Stall fee for NDP stand at Carnival	10.00	0.00	10.00
PRS for Music	Annual Tariff for General music use	310.06	51.68	258.38

78-17 DL Date of Next meeting

Tuesday 7th November 2017.

79-17 DL Any Business that has been disclosed to the Chairman and members prior to the meeting

- Councillor Tivnan reported on a recent occurrence which has prompted consideration to be made to investigating the Council Chambers becoming a licensed premises.
- The Mayor highlighted being unable to attend a future invitation to attend a future Chamber of Commerce meeting, Councillor Mrs J Martin agreed to deputise in his absence.

Meeting closed at 9.45pm. _____ Chairman