

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Tuesday 7<sup>th</sup> November 2017 at 7.00pm in the Council Committee Room, 4, York Road, Torpoint.

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

ACTION
<p><b>80-17 DL Apologies for absence:-</b> Councillor Ms. R Baker.</p>
<p><b>81-17 DL Declarations of Interest relating to items on the Agenda:-</b> Councillor Mrs C A Jackson – Agenda item 8b (as an employee of Cornwall Council at Torpoint Library).</p>
<p><b>82-17 DL Minutes of the previous meeting:-</b> The minutes of the Development and Localism Committee meeting held on the Thursday 5<sup>th</sup> October 2017 were taken as read, confirmed and signed by the Chairman.</p>
<p><b>83-17 DL Matters arising from the minutes:-</b> a) Devolution of a programme of assets/services:- Pursuant to minute number 70-17 DL (a) the Deputy Town Clerk referred to correspondence received from Cornwall Council with the following update:</p> <ul style="list-style-type: none"> <li>i) Public open space: The Strategic Devolution Group met today and have instructed the Environment team to respond to the devolution request within the next two weeks.</li> <li>ii) Asbestos survey, (on the hut at the tennis courts): The officer responsible for the asbestos survey has been contacted for an update.</li> <li>iii) Library condition survey: The condition survey of the library has been undertaken and a review of the information is being made, it is anticipated that the information will be provided by the end of November.</li> </ul> <p>A further paper was circulated which detailed an overview of the current environment asset management costs within Torpoint, provided by Cornwall Council. Councillor G J Davis explained Cornwall Council's challenge as they have a high volume of proposed devolution packages which are being looked at. He added that Cornwall Council are compiling a prioritisation matrix, with no knowledge where Torpoint sits within the matrix. Once the matrix has been agreed Cornwall Council will advise the ranking of projects which have been submitted and inform as projects are completed. Members expressed their frustration with Cornwall Council over the continued delays and lack of information, and made reference to other issues where delays have been experienced in the past. Members anticipate a response within two weeks (from this meeting date) and will agree the way forward on this matter should this deadline not be met.</p>

**Council**

b) Bus shelters:-

Pursuant to minute number 70-17 DL (b) receipt was reported of three quotations to purchase and install bus shelters at three different bus stop locations in the town:

- i) in front of Harvey Street flats;
- ii) at the bottom of Goad Avenue, near to the junction with Trevol Road and
- iii) along Goad Avenue, opposite the junction with Clegg Avenue.

The Deputy Town Clerk explained that a grant application of £3,000 towards the cost for the shelters would be submitted to Cornwall Council and permission sought to install the shelters. The quotations are given in the table below:

CONTRACTOR	WORKS	ESTIMATE (£)
B & C Shelter Solutions Ltd. (guaranteed for 10 years)	1 x 3 bay bus shelter with bench seating (full end panels) 2 x 2 bay bus shelter with bench seating (full end panels) Price includes delivery and installation	7,604.00
Natural Shelter (made from materials that are all guaranteed to last for up to 50 years)	1 x Midi bus shelter (standard) 1 x Mini bus shelter (standard)	9,800.00 + 7,800.00
Queensbury Shelters Ltd.	1 x 3 bay shelter with seating (full end panels) 2 x 2 bay shelter with seating (full end panels) Price includes delivery & installation	4,400.00 + 8,200.00

(Prices exclude VAT)

After considering the quotations it is **recommended** that the purchase and installation of three bus shelters in Torpoint is awarded to B & C Shelter Solutions Ltd as a result of best value given and the shelters are in keeping with others more recently installed in the town.

Councillor G J Davis suggested installing seating at the first bus shelter on the left hand side as you enter Trevol Road from Antony Road, as this could be installed at the same time and suggested costs are sought on this.

c) Bringing colour to the town:-

Pursuant to minute number 70-17 DL (d) Tor4(i) bringing colour to the town the Chair detailed some suggestions which include: bunting across Fore Street and flowering baskets along the pavement where the railings used to be in front of the flats on Harvey Street. Councillor Mrs S Ryder detailed a local business who are very keen to supply a quotation for the flowering baskets. Councillor Miss L Hocking volunteered to investigate grant opportunities for open spaces. Councillor G J Davis reminded members that the Mayor will be hosting an event for retailers and local businesses, which will seek opinions on what they would like to see in the town. Councillor Mrs J M Martin agreed to attend the next Chamber of Commerce meeting, on the Town Mayor's behalf and will provide a report afterwards.

Officers

Council

Officers

Cllr Miss Hocking

Cllr Mrs Martin

<p>Councillor J Tivnan detailed a Power point presentation of proposed designs and planting for Sparrow Park, presented at the last Asset Management &amp; Operations Committee meeting agreeing to circulate.</p> <p>d) War Memorial:- Pursuant to minute 70-17 DL (e) on the war memorial proposals Councillor Tivnan explained reviewing BRAMM (British Register of Accredited Memorial Masons) and the adopted standards when considering future proposals/quotations. Councillor Davis suggested that an artistic impression of the proposals for the war memorial would benefit Members.</p> <p>e) CCTV visit to Tolvadden Control Centre:- Pursuant to minute 70-17 DL (f) members were reminded of the proposal to remove the proposed figure in the 2018/19 budget for CCTV. Due to a recent change in circumstances Members were now supportive of re-instating this amount to the budget for next year.</p>	<p>Cllr Tivnan</p> <p><b>Council</b></p>
<p><b>84-17 DL Items Referred to this Committee:-</b> None.</p>	
<p><b>85-17 DL To consider the Council Risk Management:-</b> a) Budget Monitoring – Development and Localism responsibilities (October 2017 Financial Comparison):- Members reviewed and noted any changes since last month.</p>	
<p><b>86-17 DL Policies referred to this Committee:-</b> a) Communications Policy:- The Deputy Town Clerk referred to advice and guidance recently circulated in support of the Communications Policy; the Chair suggested forming a working party to draft the Communications Policy before presenting the draft document to the next meeting of this committee. The Chair, Councillors G J Davis and Miss L Hocking and an Officer will form the working party.</p>	<p>Chair/ Officers</p>
<p><b>87-17 DL Localism:-</b> a) Vision Projects:- Referring to the Vision Projects tracking document previously circulated, the Chair explained that projects are currently moving forward.</p> <p>b) Torpoint Library and Car Park:- The Deputy Town Clerk reported receipt of correspondence from two Parish Councils on the requests for local support for the future of Torpoint Library:</p> <ul style="list-style-type: none"> <li>➤ Millbrook Parish Council responded that Millbrook has its own library service which serves their Parishioners’ needs and as such, facilitating the library service would not be in their interest.</li> <li>➤ Sheviocck Parish Council responded expressing support for the continuation of the Library and the current services it provides in Torpoint, indicating that it is used by many of their parish residents. Additionally, the Parish Council sought clarity on the support required from the Council.</li> </ul>	

The Chair summarised a recent meeting held with representatives from Cornwall Cornwall, the Deputy Mayor and Officers where it was noted the town council is awaiting the asset condition survey of the Torpoint Library, and once this has been received discussions will continue. The Deputy Town Clerk reported the results of the asset condition survey is anticipated by the end of November.

Officers

**88-17 DL Correspondence:-**

a) Cornwall Preventing Violent Extremism & Terrorism Conference 2017 (via email):-  
Noted.

**89-17 DL Licensing Council Chambers for the sale of alcohol – Councillor J Tivnan**

Councillor J Tivnan reported on a recent occurrence which has prompted consideration to be made to investigating the Council Chambers becoming a licensed premises. Councillor G J Davis suggested making contact with the Licensing Department at Cornwall Council for more information should this initiative be pursued.

**90-17 DL Planning Applications:-**

None.

**91-17 DL Accounts for Payment:-**

Torpoint Builders Merchants	Materials/carpet cleaner hire/sander hire	167.35	27.89	139.46
Bunzl	Cleaning Materials	167.41	27.89	139.52
Bunzl	Cleaning Materials	9.52	1.59	7.93
Bridges Trading Co Ltd	Dorgard Retainer (2)	213.98	35.66	178.32
Mrs M Acton	Cleaning Curtains	136.00	0.00	136.00
Biffa	Trade Waste removal	103.92	17.32	86.60
Mr R Austin	Reimbursement PPE	11.43	1.90	9.53
Mr R Austin *	Travel Expenses (Sheviock cleaning)	9.60	0.00	9.60
Mr J Tivnan	Travel Expenses (Tolvaddon)	48.00	0.00	48.00
Mr D Benson	Clock Winding Oct 17	28.00	0.00	28.00

\* Travel expenses to be charged to Sheviock Parish Council (Caretaking)

**92-17 DL Date of Next meeting**

Wednesday 6<sup>th</sup> December 2017.

**93-17 DL Any Business that has been disclosed to the Chairman and members prior to the meeting**

None.

Meeting closed at 8.20pm. \_\_\_\_\_ Chairman