



MINUTES of a meeting of the Development and Localism Committee held on Thursday 6th September 2018 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Miss R A Tanner BEM (Chairman), L E Keise (Town Mayor), Councillors Miss R C Baker, Mrs. C E Goodman (Deputy Town Mayor), Mrs. C A Jackson and J Tivnan BEM plus the Town Clerk.

	ACTION
<p>42-18 Apologies for absence: - Councillors G J Davis, Miss L Hocking and Mrs. J M Martin.</p>	
<p>43-18 Declarations of Interest relating to items on the Agenda: - None.</p>	
<p>44-18 Minutes of the previous meeting: - The minutes of the Development and Localism Committee meeting held on the Thursday 5th July 2018 were taken as read, confirmed and signed by the Chairman.</p>	
<p>45-18 Matters arising from the minutes: - a) Devolution of a programme of assets/services: - Pursuant to minute number 32-18 DL (a) the Clerk has advised Cornwall Council (CC) this council has agreed to meet the re-charge waste costs of £3,029.76 pa (on a pro rata basis), until the waste contract is renewed (in 2021). The Directors report to CC will be updated and planned timescales for the project handover/completion are expected shortly. Completion of a Project Initiation Document (PID) by the next Committee meeting is required. b) Tennis Courts / Hut: - Pursuant to minute number 32-18 DL (b) the Clerk explained information on the proposed devolution of the tennis courts/hut will be included in the PID, the way forward with the tennis hut will need to be agreed. c) War Memorial: - Pursuant to minute number 32-18 DL (d) the Clerk is awaiting official confirmation from CC of the approved grant of listed building consent; this correspondence was subsequently forwarded via Councillor Miss R C Baker. Councillor J Tivnan was of the opinion that although the working party had not met together, the project to install a lasting memorial in the town to the fallen of World War II could proceed as all the working party members had now been consulted on the proposals. Additionally, those who had fallen in subsequent conflicts would also be remembered and their inscriptions included on the memorial. Councillor Tivnan, referred members to the minutes of the Development and Localism Committee meeting held on 5th April 2018, to the quotations for work (copied below for information):</p>	<p>Clerk/Cllr Davis</p> <p>Clerk</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 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. As previously discussed there is an additional £1,000.00 in unallocated reserves. Total = £8,500.00

The quotations were re-considered at this meeting and it was re-clarified 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. Due to the recent unfortunate circumstances at AMS Fabrications Councillor Tivnan offered to check the quotation is still valid and if necessary investigate an alternative railings supplier. Councillor Tivnan explained the timescale for the production of the two granite slabs advising the work to undertake the memorial inscriptions could be undertaken after the granite memorial slabs had been produced. The Chair sought clarification from Councillor Tivnan on the following:

Cllr Tivnan

- a) the inscription of names of the fallen to be included and
- b) the additional wording on the headstones. Councillor Tivnan agreed to provide this information by the next meeting.

Cllr Tivnan

Following debate and confirmation the inscriptions could be added after the granite slabs had been produced, it is **recommended**:

- a) H G Stacey Ltd is awarded the contract to install two headstones/granite slabs with inscriptions engraved on the front of the headstones @ £5,838.00 plus VAT
- b) H G Stacey Ltd are contracted to hire equipment to prepare the site and suitable

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<p>lifting equipment @ £800.00 plus VAT</p> <p>c) H G Stacey Ltd are contracted to manufacture the shoe foundation @ £500.00 plus VAT</p> <p>d) The work to prepare the railings to enclose the proposed new war memorials will be considered at the next meeting.</p> <p>e) The inscriptions (on the headstones/granite slabs) will be agreed after a public consultation (minimum period of 31 days) has taken place. The consultation will ensure permission is sought, to the best of the council's ability, from surviving family members of the fallen, giving approval for their relatives' names to be included on the memorial.</p> <p>The Clerk to confirm the original quotation from H G Stacey Ltd is still valid.</p> <p>e) CCTV: - Pursuant to minute 32-18 DL (e) the Chair invited the local Police representative to attend the meeting to assist with information on the CCTV project, however he was unable to attend. The Clerk has contacted Plymouth City Council, who has offered a tour of their CCTV facilities after 16th September, a visit is to be arranged.</p> <p>f) Email accounts: - Pursuant to minute number 32-18 DL (f) the individual Councillor email address information has been circulated, however, several Members have not signed up. The Clerk advised the webmaster can provide set up assistance. The deadline for email account set up has now been extended, this committee re-iterated the importance of setting up these accounts, in order that personal email addresses are no longer used and contact information can be updated on the website.</p> <p>g) Adela Road: - Pursuant to minute number 46-18 DL (a) the Clerk will contact Cornwall Council's Countryside Officer on check on progress with Adela Road.</p>	<p>Clerk</p> <p>Council</p> <p>All Cllrs</p> <p>Clerk</p>
<p>46-18 Items Referred to this Committee: - None.</p>	
<p>47-18 To consider the Council Risk Management: - a) Budget Monitoring: - The Committee reviewed the July 2018 financial comparison (as circulated) and the items relevant to this Committee. Members expressed satisfaction with the report.</p>	
<p>48-18 Policies referred to this Committee: - a) Communications Policy: - The Chairman explained the Clerk will be drafting a communications policy, it is anticipated a draft version will be available for consideration at the next meeting of this committee.</p>	<p>Clerk</p>
<p>49-18 Localism: - a) Vision Projects: - The tracker was reviewed: -</p>	

<p>i) Bringing colour to the town: -</p> <p>a) Councillor J Tivnan detailed an initiative he is undertaking with local shop-keepers to erect hanging baskets in Fore Street, advising more details will follow.</p> <p>b) There is the possibility of a 'flower boat' becoming available, the Clerk to follow up this opportunity.</p> <p>c) In front of Harvey Street flats there is a cement area which could be enhanced with flowers, it was agreed to contact (Cornwall) Councillor G J Davis for his advice on the matter.</p> <p>b) Development and Localism Budget discussion 2019-2022: - The Chairman highlighted the implemented RFO's budget and precept extension, meaning the budget will be considered at the December meeting of the Finance and Personnel Committee, for approval at the Council meeting on the 20th December. This then allows additional time to work on the budget discussions for this Committee. In the meantime the budgeted expenditure for the following was considered:</p> <p>i) Parks and Open Spaces – weed spraying to continue – consider alternatives</p> <p>ii) Tourism and Marketing: Christmas Lights – to continue – consider alternatives/tender process as the existing hire agreement ends in December 2018.</p> <p>iii) Tourism and Marketing: Freedom of Torpoint – budget allocation required, although date of next event is currently unknown</p> <p>iv) Tourism and Marketing: Tourism Festival – much of the 2018/19 budget is unlikely to be used</p> <p>v) Devolution programme: completion of the PID documentation will assist with the budget proposals</p> <p>vi) Other projects: to be discussed.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>															
<p>50-18 Correspondence: - None.</p>																
<p>51-18 Planning Applications: - None.</p>																
<p>52-18 Accounts for Payment: -</p> <table border="1" data-bbox="131 1570 1354 1717"> <thead> <tr> <th>PAYEE</th> <th>REASON</th> <th>GROSS</th> <th>(VAT)</th> <th>NETT</th> </tr> </thead> <tbody> <tr> <td>Biffa</td> <td>Trade Waste 25/08 – 28/09</td> <td>136.68</td> <td>22.68</td> <td>113.90</td> </tr> <tr> <td>Curtis Whiteford Crocker Solicitors</td> <td>Legal Expenses</td> <td>400.00</td> <td>66.67</td> <td>333.33</td> </tr> </tbody> </table>	PAYEE	REASON	GROSS	(VAT)	NETT	Biffa	Trade Waste 25/08 – 28/09	136.68	22.68	113.90	Curtis Whiteford Crocker Solicitors	Legal Expenses	400.00	66.67	333.33	
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<p>53-18 Date of Next meeting Thursday 4th October 2018.</p>																



54-18 Any Business that has been disclosed to the Chairman and members prior to the meeting

- Councillor J Tivnan explained the Royal British Legion (RBL) will be corresponding with the council about the RBL's plans to affix Remembrance Poppies to lamp posts around the town.

Meeting closed at 8.34pm. _____ Chairman