



MINUTES of a meeting of the Development and Localism Committee held on Thursday 7th February 2019 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

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

ALSO PRESENT: - Councillors E H Andrews, Mrs. K Brownhill, S J Corbidge MBE, Mrs. R A Southworth and C R Still.

	ACTION
<p>94-18D&L Apologies for absence: - Councillors M J Senese and M G Spurling.</p>	
<p>95-18D&L Declarations of Interest relating to items on the Agenda: - None.</p>	
<p>96-18D&L Items Referred to this Committee: - a) Report from the Systems and Procedures working party: - Pursuant to Confidential minute 175-18 (c) it was resolved that this item would be considered with the Public and Press excluded as it contains sensitive information relating to proposed position [see minute 107-18D&L below]. (Councillor Mrs J A Martin joined the meeting at 7.10pm.)</p>	
<p>97-18D&L Process to fill the casual vacancy in the East Ward: - (due to the resignation of Mrs. Catherine Jackson) The Clerk reported in the absence of 10 electors calling for an election, the Council would fill the casual vacancy by Co-option. It was resolved: i) the closing date for Co-option would be Tuesday 19th February 2019; ii) candidates wishing to be considered for Co-option would be able to explain why they wanted to be considered and all candidates will be invited to attend for an informal meeting/refreshments at 6.30pm prior to the Council meeting on Thursday 21st February 2019, at which the vacancy would be filled. An advertisement for the vacancy will provide a detailed explanation of what is required to be a Councillor.</p>	

98-18D&L Minutes of the previous meeting: -

The minutes of the Development and Localism Committee meeting held on the Thursday 6th December 2018 were taken as read, confirmed and signed by the Chairman.

99-18D&L Matters arising from the minutes: -

a) Devolution of a programme of assets/services: -

Pursuant to minute number 84-18D&L (a) and (b) the Clerk had previously circulated from Cornwall Council:

- i) Draft Heads of Terms for Cambridge Field, Borough Farm Play Area, Chestnut Close Play Area, Thanckes Park Play area, together with Thanckes Park tennis courts;
- ii) Service Director and Devolution Specialist report from Cornwall Council;
- iii) Valuation Report from Cornwall Council of the site known as Thanckes Park equipped Children's Play Area;
- iv) Location maps for each of the proposed sites for devolution.

It was agreed to review each site individually, see further minutes below. This information had been circulated to Curtis Whiteford Crocker Solicitors for a quotation to undertake the legal negotiations on behalf of the Council. The Chairman explained the quotation from the Solicitors was initially £1,200 (plus VAT) per individual site, however the Clerk had negotiated a reduction to £900.00 (plus VAT) per site, for five sites. The proposed expenditure was considered and members highlighted this Council has made a commitment to devolve the parks and tennis courts from Cornwall Council and in order to do so, this is a one-off essential cost. Councillor G J Davis detailed the one-off investment of £28,000 which is anticipated from Cornwall Council, highlighting this income is ringfenced for improvement to the parks and tea hut. Members considered the amount budgeted for this project in the next financial year and understood there would be less available for parks improvement, however on balance the Solicitors cost are essential. It is therefore **recommended** to instruct Curtis Whiteford Crocker Solicitors to undertake all legal negotiations to devolve five sites: Borough Farm Play Area, Cambridge Field, Chestnut Close Play Area, Thanckes Park Play Area, together with Thanckes Park Tennis Courts from Cornwall Council by way of a long lease, at an estimated cost of £900.00 (plus VAT) per site.

(Councillors E H Andrews, S J Corbidge and Mrs R A Southworth left the meeting at this point.)

Following discussion, the following changes are **recommended** for review/consideration to the proposed Heads of Terms and location maps received from Cornwall Council: -

- i) The existing lease, with Cornwall Council, exists on the sites known as Bénodet Park and the Skateboard Park; this Council considers it an opportunity to relinquish the existing leases on these sites and then include these sites in the proposed additional sites, in order to have a similar term for all similar land leased from Cornwall Council.
- ii) All boundaries for each site to be individually agreed.

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- iii) Permission to access the Borough Farm Play Area for maintenance and improvement (when required), is needed over existing Cornwall Council land. Additionally, at this site, should redevelopment alongside this site be undertaken in the future, access permission would be granted for this by Cornwall Council, a Deed of Rights of Access could be needed for this site.
- iv) One of the boundaries at Chestnut Close Play Park is a riverbank which is hidden by a hedge – this Council does not wish to take responsibility for the riverbank;
- v) Cambridge Field, location map and boundary agreed.
- vi) Thanckes Park Play Park, location map and boundary agreed; the spelling of Thanckes to be updated by Cornwall Council.
- vii) Tennis Courts location, suggest changes to proposed site to include the area outside the existing area marked in red, taking the boundary to the edge of the footpath and include the corner of land currently proposed for a boules piste (map Appended). A copy of the latest survey of the trees at the proposed boules piste location is requested from Cornwall Council. The Heads of Terms for this site to include tennis hut, also proposed boules piste.
- viii) Borough Park Play Park, location map changes, only the Play area is requested, this excludes all the area around the Play Park (map Appended).
- ix) Chestnut Park Play Park, bottom left hand corner on the location map should not extend into the river.
- x) It is noted for all four Play Park sites, should the Town Council wish to change the Play equipment, permission from Cornwall Council would be sought and a formal response to the request would be given within 30 days of the request (from Cornwall Council). This is to prevent any future delays to upgrade/improve the Play Park sites.

The Clerk summarised the proposals, previously documented in the PID for the devolution of the parks, on Options 1, 2 and 3 available for the maintenance and grass cutting at the proposed sites. Each of the options was considered again and quotations received were debated. The Clerk had contacted one contractor (price provided for Option 1) and was awaiting a proposed charge to regularly cut Cambridge Field only, with a suggestion for the probation service to undertake grass cutting at the other sites. An additional hand propelled lawn mower would be needed for this option and a quotation had been obtained. Members further debated the use of contractors for all the proposed sites and considered including all existing sites for the grass cutting at Bénodet Park, Rendel Park and next to the St. John Ambulance Hut in the tender, as well as the proposed sites. The Clerk sought clarification prior to the proposal and following debate it is **recommended** an invitation to tender to contractors for the grass cutting, for a twelve-month period to commence May 2019 (to be confirmed, due to legal negotiations), at the following sites: Cambridge Field, Borough Farm Play Area, Chestnut Close Play Area, Thanckes Park Play, the area around Thanckes Park tennis courts, Bénodet Park, Rendel Park and next to the St. John Ambulance Hut. A total of 18 cuts per year required, likely to be twice a month during peak growth periods and once a month

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during the winter months, additionally the removal of grass is not required. The Chairman prompted discussion about which Committee of the Council the devolved sites will be considered at in the future, highlighting the existing parks are reviewed at the Asset Management and Operations Committee. Councillor G J Davis was of the opinion this Committee could maintain the devolved sites for a period of 12 months and then once operated for one year, could transfer to the management of the Asset Management and Operations Committee. Councillor Mrs. J A Martin supported this implementation plan and it is **recommended** the devolved sites are managed by this Committee for a period of 12 months and then transferred to the Asset Management and Operations Committee.

b) War Memorial: -

Pursuant to minute number 84-18D&L (c) and 177-18 the Chairman provided an update on the war memorial project: -

- i) There has been a positive public response to agree the list of names following their publication;
- ii) A tender for the additional groundworks is being compiled and will be circulated to contractors in due course;
- iii) A fundraising campaign will commence at the beginning of March, with a press release in the Advertiser. At the same time the press release will be circulated on the town council website and on social media pages.

Councillor J Tivnan highlighted he has received pledges to the value of £2,300 towards this part of the project already. Councillor Tivnan explained he has arranged a meeting with the stonemason for the following week, to review the existing quotation for the war memorial stones and ensure all the proposed works are aligned.

c) Adela Road: -

Pursuant to minute number 84-18D&L (d) the Clerk is contacting the Land Registry on the matter and will undertake a MapSearch of Adela Road. Councillor Miss L Hocking volunteered to assist on this matter.

e) Enforcement Bye-law: -

Pursuant to minute number 84-18D&L (e) the Clerk has contacted the Enforcement team at Cornwall Council who have agreed to enforce at various enforceable locations in the town, where there are issues, for example nearby to the schools. Members hoped to see an improvement at these locations and suggested the Enforcement Bye-law investigations are now postponed due to other more important priorities.

f) Talk to the Town Council about Plastics (Torpoint Nursery and Infant School): -

Pursuant to minute number 89-18D&L the Clerk detailed further correspondence the children had forwarded to Penzance Town Council and Cornwall Council on the matter. The Chairman highlighted the council had agreed to continue discussions on how they can support the children's plastic campaign, inviting a representative to become a 'Plastic Champion; the Deputy Mayor (Councillor Mrs. C E Goodman) volunteered to move this forward. The Clerk contacted Surfers

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Clerk/
Cllr
Hocking

<p>Against Sewerage who have circulated an Individual Action Plan of facts, tips and ideas on how to refuse, refill, reuse and recycle. Councillor Mrs. J A Martin reminded members about this council's decision to organise an information and awareness event at the Council Chambers, working alongside the schools.</p>	<p>Dep May /Mayor/ Clerk</p>
<p>100-18D&L To consider the Council Risk Management: - a) Budget Monitoring: - The Committee reviewed the December 2018 financial comparison (as circulated) and the items relevant to this Committee. The Clerk drew members' attention to the budget available for the Neighbourhood Plan, for consideration later in the meeting.</p>	
<p>101-18D&L Policies referred to this Committee: - a) Communications Policy: - The Chair explained the Clerk has provided an initial draft of a communications policy, which is accompanied by a social media policy which was adopted in December 2018. The Clerk explained the Facebook page is up and running and it is anticipated more followers will be gained when press releases are circulated, for example: The Library and parks transfer from Cornwall Council. Following discussion and deletion of one sentence under 5.6 Website Administration and Maintenance, it is recommended the Communications Policy is adopted and implemented.</p>	<p>Council</p>
<p>102-18D&L Localism: - a) Neighbourhood Development Plan update: - Councillor G J Davis summarised the notes of the Neighbourhood Plan meeting held on 21st January 2019, whereby the Clerk had contacted the planning consultant from LRM Planning Ltd., Exeter, who had submitted a fee proposal, dated June 2018, to support the preparation of the Torpoint Neighbourhood Plan. The Clerk added the original fee proposal still stands, within the original fee proposal the price for the work proposed to be undertaken by Clifton Emery Design still remains. Following a explanation of the proposed work, (it was agreed to publish all proposal details) it is recommended to instruct LRM Planning Ltd. to undertake: - i) Preparation for SEA Screening <ul style="list-style-type: none"> ➤ Review the existing evidence base and background documents to provide advice regarding the finalisation of the NDP evidence (£650) and ➤ Make the necessary amendments to the Draft Plan and complete the Sustainability Appraisal in conjunction with Clifton Emery Design and the Council (£2,850). ii) Preparation for Pre-Submission Consultation – following receipt of Cornwall Council's response to the SEA Screening request, to <ul style="list-style-type: none"> ➤ Amend the NDP and Sustainability Appraisal in conjunction with Clifton Emery Design and the Council (£650). </p>	<p>Council</p>

- iii) Review of Pre-submission Consultation results and amendments to the NDP, to
- Review and summarise the results of the Pre-Submission Consultation and make recommendations to the council regarding potential changes to the NDP (**£950**).
 - Agree the changes and make necessary amends to the NDP and Sustainability Appraisal in conjunction with Clifton Emery Design (**£950**).
- iv) Preparation of submission of the NDP to Cornwall Council, undertake tasks to ensure that the requirements for formal submission are met:
- Prepare a Consultation Statement (**£1,900**);
 - Prepare a Basic Conditions Statement (**2,850**); and
 - Liaise with the council in respect of draft version of all the documents and make the necessary amendments to the NDP in conjunction with Clifton Emery Design.
- v) Review of Independent Examiner Report and amendments to the NDP:
- Review the Independent Examiners Report and make recommendations to the council and Cornwall Council regarding potential changes to the NDP; agree and make the changes with Clifton Emery Design (**£650**).

The Clerk explained within the fee proposal there are various assumptions made about the number of changes that may be necessary. This will need to be reviewed at the appropriate time and should there be a requirement for a significant number of changes to the NDP it may be necessary to agree an additional fee.

Exclusions to the fee proposal were detailed, these include a Heritage Impact Assessment as well as a Strategic Environmental Assessment (SEA), also any artwork needed to promote the Plan. Attendance at any meetings is excluded and will be charged at an hourly rate of £95 per hour (plus VAT) plus disbursements and preparation and attendance at consultation events.

b) Christmas Lights: -

The Clerk presented the two quotations received for the hire of Christmas Lights for the next three years, members were keen to receive a further quotation from an alternative local supplier. It was agreed to await the additional quotation with consideration of all quotations to be presented at the February Council meeting for recommendation.

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c) Tourism Festival 2019: -

Councillor Mrs. J A Martin explained the Friends of Thanckes Park community group are organising a Fields in Trust Day on Saturday 6th July 2019 at Thanckes Park, highlighting this as an opportunity to partner together for a Tourism Festival in the park in 2019. Members were supportive and reviewing funds held in reserves along with the 2019/2020 it is **recommended**:

Council

- i) To produce a Project Initiation Document (PID) for a Tourism event to be held in the park for July 2019 (by the next meeting of this Committee);
- ii) Invite the Torpoint Town Partnership to co-ordinate the planning of the event with the Friends of Thanckes Park group.

<p>d) Coastal Community Team – Local Devolution Fund: - The Clerk detailed the previously circulated correspondence, from Cornwall Council, on the Local Devolution Funding which had been allocated in April 2016. Councillor G J Davis summarised the reasons for the prolonged delay with setting up a Community Interest Company (CIC) and explained it is anticipated the paperwork will be submitted and a bank account opened, within the next three months, to enable the funding to be transferred to the CIC.</p>	<p>Cllr Davis</p>																				
<p>103-18D&L Planning Applications: - None.</p>																					
<p>104-18D&L Correspondence: - a) Boules piste – Friends of Thanckes Park. It is recommended to support the project to move the boules piste to Thanckes Park from Defiance Field. b) Implementing Area Team Planning in Cornwall – Cornwall Council (as circulated via email). Noted. c) Bid successful – Lynher Barge application for a new engine (as circulated). Noted. d) Invitation to Climate Change and Neighbourhood Planning Conference – Cornwall Council (as circulated via email). Noted. e) Monitoring Report from Torpoint and Rame Youth Project (as circulated). It is recommended to accept the first report from the Torpoint and Rame Youth Project, with the request to include an update on the financial position of the group in future reports.</p>	<p>Council</p> <p>Council</p>																				
<p>105-18D&L Accounts for Payment: -</p> <table border="1" data-bbox="128 1341 1354 1530"> <thead> <tr> <th>PAYEE</th> <th>REASON</th> <th>GROSS</th> <th>(VAT)</th> <th>NETT</th> </tr> </thead> <tbody> <tr> <td>Cornwall Council</td> <td>Garage Rental</td> <td>54.64</td> <td>9.12</td> <td>45.52</td> </tr> <tr> <td>Biffa</td> <td>Waste collection</td> <td>109.34</td> <td>18.22</td> <td>91.12</td> </tr> <tr> <td>Torpoint Builders Merchants</td> <td>Various materials</td> <td>18.61</td> <td>3.10</td> <td>15.51</td> </tr> </tbody> </table>	PAYEE	REASON	GROSS	(VAT)	NETT	Cornwall Council	Garage Rental	54.64	9.12	45.52	Biffa	Waste collection	109.34	18.22	91.12	Torpoint Builders Merchants	Various materials	18.61	3.10	15.51	
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<p>106-18D&L Date of Next meeting Thursday 7th March 2019, apologies in advance were received from the Chairman Councillor Miss R A Tanner.</p>																					
<p>107-18D&L Exclusion of Public and press: - It was resolved the information to be considered is of a sensitive nature, these items are considered with the public and press excluded and is contained in the confidential annex to these minutes (Public Bodies (Admission to Meetings) Act 1960 1(2)).</p>																					



108-18D&L Any Business that has been disclosed to the Chairman and members prior to the meeting

- The Chair explained the Clerk and Councillor G J Davis (Cornwall Councillor) have been invited to attend a meeting with other members from the Cornwall Gateway Community Network area, with the Acting Strategic Director for Economic Growth and Development from Cornwall Council, on Tuesday 26th March 2019. The meeting will be to discuss economic growth and development issues in the area.
- Councillor G J Davis explained he will be attending the forthcoming 'special' meeting called by the Tamar Bridge and Torpoint Ferry Joint Committee being held at the Council Chambers on Friday 15th February 2019.

Meeting closed at 9.20pm. _____ Chairman