



MINUTES of a meeting of the Development and Localism Committee held on Thursday 4<sup>th</sup> April 2019 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

**PRESENT:** - Councillors Miss R A Tanner BEM (Chairman) (late arrival), L E Keise (Town Mayor) (Chaired the meeting until Councillor Tanner's arrival), Mrs. C E Goodman (Deputy Town Mayor) and Mrs. J M Martin plus the Town Clerk.

**ALSO PRESENT:** - Councillors E H Andrews, S J Corbidge MBE, Mrs. R A Southworth, M G Spurling and C R Still.

A presentation from the Community Hub and Library Development Manager (CH&LDM) was given at 7.00pm, which prompted several questions and answers. The CH&LDM was keen to highlight 'Fun Palaces' which are annually co-ordinated events organised around the U.K. for one specific weekend a year – this year on 5<sup>th</sup> and 6<sup>th</sup> October 2019. The 'Fun Palaces' Co-ordinator had given a presentation at the Cornwall Council Library Partnership Forum event recently attended by the CH&LDM and the Clerk. The Chair thanked the CH&LDM and invited him to stay for the first part of the meeting, bringing the Library report forward in the agenda.

	ACTION
<p><b>122-18D&amp;L Apologies for absence: -</b> Councillors Miss R C Baker, G J Davis, Miss L Hocking and J Tivnan BEM.</p> <p>Additional apologies were received from Councillors K J Moon and M J Senese.</p>	
<p><b>123-18D&amp;L Declarations of Interest relating to items on the Agenda: -</b> None.</p>	
<p><b>124-18D&amp;L Library Report: -</b> The Community Hub and Library Development Manager and Clerk provided an update on the Library and Information Service: -</p> <ul style="list-style-type: none"> <li>➤ Statistics for the month of March 2019 show increased borrowers (26) and increased reservations being made (39). More contextual information will be made available as the project continues.</li> <li>➤ The CH&amp;LDM has made contact with the Royal Voluntary Service, which enables the distribution of books/resources to the elderly. Volunteers who can drive are sought to re-introduced this service and the CH&amp;LDM will be making progress on this in the future.</li> <li>➤ The Clerk and CH&amp;LDM attended the Libraries Partnership Forum, organised by Cornwall Council, reporting it was a useful event to attend with invitations to the launch event circulated.</li> <li>➤ Meetings with Torpoint Archives have been continuing to ensure a smooth transfer to</li> </ul>	

<p>the new site – including layout and IT negotiations.</p> <ul style="list-style-type: none"> <li>➤ The Clerk presented quotations for additional building works, to include: <ul style="list-style-type: none"> <li>i) Additional finishing/ceiling work to the toilet facilities and the erection of a baby-changing changing table – cost £642.00 (plus VAT).</li> <li>ii) Additional work to supply and install an electronic shutter for the café facility, to give this area more space and be more aesthetically pleasing – cost £1,068.00 (plus VAT).</li> </ul> </li> </ul> <p>The Clerk explained discussing these additional quotations with the RFO and in response had indicated, funds for any additional work would need to sought from an alternative project (in this financial year). Work to progress the Library project has been delegated to the Clerk and it was <b>resolved</b> to proceed with the additional work as detailed above.</p> <p>(Councillor Mrs. R Southworth and the Community Hub and Library Manager left the meeting at this point.)</p>	Clerk
<p><b>125-18D&amp;L Items Referred to this Committee: -</b></p> <p>a) Confidential Staffing Update (report dated 1<sup>st</sup> April 2019 as previously circulated): - It was <b>resolved</b> that this item would be considered with the Public and Press excluded, as it refers to staffing, which is sensitive information [see minute 136-18D&amp;L below].</p> <p>(Councillors E H Andrews and S J Corbidge left the meeting at this point.)</p>	
<p><b>126-18D&amp;L Minutes of the previous meeting: -</b></p> <p>The minutes of the Development and Localism Committee meeting held on Thursday 7<sup>th</sup> March 2019 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>127-18D&amp;L Matters arising from the minutes: -</b></p> <p>a) Devolution of a programme of assets/services: - Pursuant to minute number 112-18D&amp;L (a) the Clerk gave an update from Cornwall Council (received today): -</p> <ul style="list-style-type: none"> <li>i) Tennis courts location, additional grass areas surrounding – “the Environment Service has advised it is happy with these proposed changes”;</li> <li>ii) Borough Park – only the play park is requested – “the Environment Service wish to proceed on the basis of the original agreement”. The Clerk agreed to investigate the original agreement and needs to clarify what this entails.</li> </ul> <p>b) War Memorial: - An update on the war memorial project, minute number 99-18D&amp;L (b) is: -</p> <ul style="list-style-type: none"> <li>i) The tender for the additional groundworks has now been awarded and the contractor informed. The additional work will be co-ordinated with the installation of the granite stones.</li> <li>ii) The number of letters for the names to be inscribed is being calculated, this will then</li> </ul>	Clerk

allow the working party to consider the additional wording to be added to the top and bottom of each memorial and the associated cost.

iii) Councillor J Tivnan re-iterated the donation pledges already received adding it is hoped a presentation evening could be arranged with the donators.

iv) The next working party meeting for the project is Tuesday 9<sup>th</sup> April.

c) Adela Road: -

Pursuant to minute number 112-18D&L (c) the Clerk advised Councillor K J Moon has progressed this matter with the Land Registry and agreed to forward any updates on this matter to members; the Clerk will send a follow up email to Cornwall Council.

Clerk

d) Plastic Free: -

Pursuant to minute number 112-18D&L (f) the Chair invited Councillor Mrs. C E Goodman (Deputy Town Mayor) to update on progress with Plastic Free: -

- Following a meeting with the Head Teacher from Torpoint Nursery and Infant School (TNIS), Year 2 children have now giving their plastic presentation to the joint group of pupils from Carbeile Junior School and Torpoint Community College and it is hoped all three schools will combine their efforts to progress this further and raise awareness.
- A date for the first steering group meeting will be arranged shortly.
- It is hoped a table sharing information about Plastic Free will be showcased at the forthcoming event at Thanckes Park on Saturday 6<sup>th</sup> July and it is understood all food and drink providers have been requested to be "single-use plastic free".

e) Christmas Lights: -

Pursuant to minute 112-18D&L (e) photographs of the selected Christmas lights from Festive Lighting were shown accompanied by the charged. Also, the hire and purchase charges for 10 x 1.2m Artificial Trees with 10m set of lights. The information circulated on the electrical issues was discussed and the following is **recommended**:

- i) contact Festive Lighting to check that should the additional trees be *purchased*, would they consider storing them when they are not being used;
- ii) update the electrical information with a quotation to undertake all the repair work;
- iii) investigate the likely charge for the electricity for 2019/2020 (and thereafter) to consider including this in the budget calculations for this council to fund in the future;

Council

f) Tourism Festival: -

Pursuant to minute 112-18D&L (f) Councillor Mrs. J M Martin summarised progress on the event being planned for Saturday 6<sup>th</sup> July 2019 at Thanckes Park: -

- The initial working party has held two meetings, the group includes members of the Torpoint Town Partnership, local volunteers and members of the Friends of Thanckes Park group.
- The day's activities will include workshops and it is hoped that as well as a free bouncy castle there will be free face painting available for children.
- Additional insurance cover is needed as the Public Liability Insurance previously provided by

<p>Torpoint Community Events Ltd. will have expired. Anticipating event cover will be needed for this large event plus other town events, Councillor Martin was of the opinion this council should consider providing and funding the public liability insurance. This was supported by other members and it is <b>recommended</b> this council investigates, with its current insurance provider, paying for Public Liability insurance for future large tourism events in the town, specifically the Tourism Festival and the annual Christmas Lights switch on. The Clerk advised the Project Initiation Document for the Festival will require updating.</p> <ul style="list-style-type: none"> <li>➤ A first quotation from St. John Ambulance for first aid cover has been received, this is being re-visited as it is very expensive.</li> <li>➤ A volunteer has been sought to complete the risk assessment and provide health and safety support and guidance at the event.</li> <li>➤ Cornwall Council event notification form is being submitted, with additional documentation to follow.</li> </ul> <p>g) Coastal Community Team – Local Devolution Fund (previous meeting 7<sup>th</sup> February 2019): - Pursuant to minute 102-18D&amp;L (d) the Clerk referred to additional correspondence from Cornwall Council, as circulated, on this matter. The Chairman explained receipt of information from Councillor G J Davis, highlighting the application to Companies House to set up a Community Interest Company is awaiting further information. The Chairman agreed to seek further clarification from Councillor G J Davis in order to provide a response to Cornwall Council.</p>	<p style="text-align: center;"><b>Council</b></p> <p>Cllr Martin /Clerk</p> <p style="text-align: right;">Cllr Tanner</p>
<p><b>128-18D&amp;L To consider the Council Risk Management: -</b> a) Budget Monitoring: - The Committee reviewed the February 2019 financial comparison (as circulated) and the items relevant to this Committee.</p>	
<p><b>129-18D&amp;L Policies referred to this Committee: -</b> None.</p>	
<p><b>130-18D&amp;L Localism: -</b> a) Vision Projects: - i) Proposed Jetty Project: - The Chairman provided an update from Councillor G J Davis in his absence explaining that Cornwall Council are providing the funding to undertake work to progress the jetty project in Torpoint. This work will include an economic impact assessment. The Chairman continued that river links are a priority for the Community Network Area who have set up a working group which includes Councillor Davis, Councillor Mrs. H Frank (Saltash), Councillor G Trubody (Rame Peninsula) as well as officers from Cornwall Council. No funding at this stage of the project is being sought from this council and more information will be provided in due course. b) Torpoint and Rame Youth Project: - Members expressed thanks for a detailed report, with one question posited seeking clarification between the differences in the amount paid for December 2018 and January 2019 wages.</p>	<p style="text-align: right;">Clerk</p>

**131-18D&L Planning Applications: -**

None.

**132-18D&L Correspondence: -**

a) Fore Street parking outside Cornerstone Church – D Thirwall: -

It was agreed to check the CNA Highways scheme requests, as members were unsure if this location was included.

b) Community Governance Review for Cornwall: -

It is **recommended** a working party is formed on behalf of the Council to undertake the Community Governance review before Council consideration and accompanied by wider circulation, via all communication channels, to encourage local residents to participate.

Clerk

**Council**

**133-18D&L Accounts for Payment: -**

PAYEE	REASON	GROSS	(VAT)	NETT
S W Hygiene (BTE Services Ltd)	Library Sanitary Waste Unit	48.84	8.14	40.70
CF Southworth	Fuel reimburse (Probation)	12.00	2.00	10.00
CF Southworth	Postage reimburse (War memorial)	1.87	0.00	1.87
Cornwall Academy Maintenance	Replacement boiler parts	704.40	117.40	587.00
Cornwall Academy Maintenance	Faulty Burner Plate repair	559.00	93.17	465.83
Security Dynamics	Call out fix CCTV pole	60.00	0.00	60.00

**134-18D&L Date of Next meeting**

Thursday 2<sup>nd</sup> May 2019.

**135-18D&L Exclusion of Public and press: -**

It was **resolved** the information to be considered is of a sensitive nature, this item is 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)).

**136-18D&L Any Business that has been disclosed to the Chairman and members prior to the meeting**

- The Chairman highlighted an artist's impression about the Lower Fore Street redevelopment opportunity which Clifton Emery Design are seeking the council's permission to publish on their website. The Chairman highlighted Cornwall Council are the client and as this is an artist impression then permission should be given.
- The Clerk detailed correspondence from CORMAC regarding the CNA highways scheme, explaining that it appeared the request for a yellow box junction at the entry to Fore Street (on Antony Road) had been misunderstood, the Clerk would advise CORMAC exactly what is needed at that location.

Clerk

Clerk

Meeting closed at 9.35pm. \_\_\_\_\_ Chairman