



MINUTES of a meeting of the Development and Localism Committee held on Thursday 2nd May 2019 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

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

ALSO PRESENT: - Councillor M J Senese

	ACTION
<p>1-19D&L Apologies for absence: - Councillors L E Keise (Town Mayor), Miss L Hocking and Mrs. J M Martin.</p>	
<p>2-19D&L Declarations of Interest relating to items on the Agenda: - None.</p>	
<p>3-19D&L Minutes of the previous meeting: - The minutes of the Development and Localism Committee meeting held on Thursday 4th April 2019 were taken as read, confirmed and signed by the Chairman.</p>	
<p>4-19D&L Matters arising from the minutes: - a) Devolution of a programme of assets/services: - Pursuant to minute number 127-18D&L (a) the Clerk gave the update on the proposed Heads of Terms from Cornwall Council (received today), which were accompanied by location maps (updates from Cornwall Council in <i>italics</i>) and Town Council response in red: -</p> <ul style="list-style-type: none"> 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. <i>We agree. It would be sensible to have all the leases co-terminus, though see the last point below.</i> ii) All boundaries for each site to be individually agreed. – <i>Yes fine</i> iii) Permission to access the Borough Farm Play Area for maintenance and improvement (when required), is needed over existing Cornwall Council land. <i>Sufficient rights of way will be granted.</i> 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. <i>I am not sure I understand what you mean – The proposed re-development of housing, being included in the Neighbourhood Plan has now been explained and Cornwall Council understand the need to gain access to this site in the future.</i> 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; *Amended plan provided.*

v) Cambridge Field, location map and boundary agreed. - *Noted*

vi) Thanckes Park Play Park, location map and boundary agreed; the spelling of Thanckes to be updated by Cornwall Council. - *Noted*

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.

– *Agreed – an amended plan was provided. A copy of the tree survey from the forestry team has been requested and will be forwarded on receipt.*

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). *Cornwall Council do not agree as it does not fit with the spirit of what they are trying to achieve as CORMAC will be needed to manage the peripheral areas and in essence two contractors will be visiting this site.*

Unfortunately, Members did not agree with Cornwall Council's suggestion and felt, without prejudice, unable to accept the proposal to take on the whole grassed area at this location. The Town Council's initial devolution proposal was to take on the management of the 'play parks'. It is noted that two different contractors will need to manage the areas at Chestnut Close, as the park is located within a grassed area, which CORMAC will continue to service for Cornwall Council and ask Cornwall Council to reconsider this location. However the Town Council would look at an annual fee, payable by Cornwall Council, to maintain the extra areas at Borough Park, if this would assist with their decision making. In essence, should the Council's be unable to come to an agreement on this park, the Town Council may reluctantly have to re-consider including this play park in the devolution negotiations.

ix) Chestnut Park Play Park, bottom left hand corner on the location map should not extend into the river. *Noted. Plan amended and attached.*

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. *Happy to add that 'consent is not to be unreasonably withheld or delayed'. Is that OK? This is agreed.*

xi) A suggestion is for one lease to include: the Skateboard park, Bénodet Park, Thanckes Park play park, as well as the tennis courts. A second lease for Cambridge Field; a third for Chestnut Close and a fourth for Borough Farm Play area. – *That seems fine. The addition of Benodet Park and Skate Park did not form part of the original approval so we will need to obtain formal consent to these disposals which could cause a short delay to the transfer of the tennis courts and Thanckes Park Play area. This is agreed.*

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b) War Memorial: -

Pursuant to minute number 127-18D&L (b) an update on the war memorial project is: -

- i) The second planning application for the proposed war memorial, using new border/ kerbstones instead of reusing the existing ones, has been submitted to Cornwall Council.
- ii) It is anticipated the purchase of granite memorial kerbstones will be made from a local supplier (Markstone Granite) who is sourcing the stone from Portugal. Photographs of the granite have been included with the planning application and submitted to Cornwall Council. The Clerk explained the implications to the total budget for the project for this purchase, as the cost for the inscription lettering for the names has now been finalised. The Clerk is awaiting the exact cost for the granite, it is anticipated it will be between £1,200.00 - £1,500.00 (plus VAT). It is **resolved** that due to the time frame for completion of the project and the estimated delivery period for this stone, the Clerk is delegated to place the purchase order for the border stone, according to financial regulations, providing that the total cost for the granite memorial border stones does not exceed £1,500.00 (plus VAT).
- iii) The next working party meeting is on Friday 10th May.

The Clerk will provide a budget statement for this project for the adjourned Council meeting.

c) Adela Road: -

Pursuant to minute number 127-18D&L (c) the Chair recorded thanks to Councillor K J Moon for progressing this matter with the Land Registry, the information has been forwarded to all members; the Chair agreed to send a follow up email to Cornwall Council.

d) Plastic Free: -

Pursuant to minute number 127-18D&L (d) Councillor Mrs. C E Goodman (Deputy Town Mayor) updated on progress with Plastic Free: -

- Children and staff from the three local schools have been invited to attend, along with Claire Wallerstein, the first Plastic Free Forum workshop scheduled for Wednesday 22nd May from 12.30pm – 2.00pm at the Council Chambers. It will be an interactive student-led workshop.
- The first steering group meeting will be arranged after the workshop has been completed.
- Sharing information about Plastic Free will be showcased at the forthcoming event at Thanckes Park on Saturday 6th July.

e) Christmas Lights: -

Pursuant to minute 127-18D&L (e) the Clerk highlighted that should the additional 10 trees be purchased from Festive Lighting they are not able to store them when they are not being used. The quotation showing the total cost (received today) to undertake repair and replacement of all works to the electrics on Fore Street for the Christmas Lights was discussed. The Clerk highlighted the quotation for ALL works including materials £790.00 plus labour £2,520.00 TOTAL cost £3,310.40 exceeded the 2019/20 budget allocated to Christmas Lights. Members were therefore of the opinion that only the essential works could be undertaken in this financial year and it was agreed to obtain the quotation for these works alone.

f) Tourism Festival: -

Pursuant to minute 127-18D&L (f) Torpoint's Field Day Festival working party has met to proceed

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<p>the planning for the event. The Clerk explained the Council will now be the responsible authority for the organisation of the event as the Council's insurance is being used. The Clerk explained details of any additional premium expense from the insurance provider is awaited.</p> <p>g) Coastal Community Team – Local Devolution Fund: - Pursuant to minute 127-18D&L (g) the Clerk referred to further correspondence from Cornwall Council, on this matter. Councillor G J Davis, highlighted the paperwork to set up the Community Interest Company (CIC) is now ready. Councillor Davis explained that although the CIC paperwork is ready the funds available (£13,000 applied and allocated for devolution activities to Torpoint Town Council in 2016) the fund could be diverted to alternative devolution activities in Torpoint and the Rame Peninsula. The Clerk presented a budget (to date) for the Torpoint Library, Information Service and Community Hub, devolved from Cornwall Council on 1st March 2019 (<i>Appended to the minutes</i>). Considering the budget, showing approximately £6,000 overspend to date, Councillor G J Davis proposed, Councillor J Tivnan seconded and it was resolved to request to Cornwall Council, via the Community Network Area Panel, to transfer the Local Devolution Funding amount of £13,000, allocated in 2016 to the Torpoint Library project.</p>	<p>Clerk</p> <p>Council Clerk</p>
<p>5-19D&L To consider the Council Risk Management: - a) Budget Monitoring: - The Committee reviewed the March 2019 financial comparison (as circulated) and the items relevant to this Committee. Members' highlighted the significant underspend for 2018/19 in Parks Improvement and Neighbourhood Plan to be allocated to reserves.</p>	
<p>6-19D&L Items Referred to this Committee: - a) Traffic Speed Humps Ferry / Marine Drive – Mr M A Watkiss: - The correspondence highlighted traffic concerns along Marine Drive, Ferry Street and inconsiderate parking opposite Enterprise Court forcing traffic to travel on the opposite side of the road, towards the oncoming traffic. Councillor G J Davis highlighted that when the opportunity to include new schemes to the Community Network Area arises, this location can certainly be considered. In the meantime, Councillor Davis will circulate a copy of the correspondence to CORMAC and will ask for speed monitoring to be undertaken at this location. b) CNA Highways Scheme (Antony Road yellow box junction): - The Clerk explained CORMAC, having spoken to their Engineering Design colleagues, have unfortunately advised the yellow box or KEEP CLEAR markings are not legally permitted where there are white zig-zag markings for the pedestrian crossing. Members sought clarification on this decision, as there is a yellow box located immediately next to the pedestrian crossing on Antony Road, next to the exit from Albion Road.</p>	<p>Cllr Davis</p> <p>Clerk</p>
<p>7-19D&L Policies referred to this Committee: - None.</p>	

8-19D&L To consider the tenders received from various Grounds Maintenance areas and Weed Spraying of Pavements: - The following information was circulated and (in advance) and considered:

Grounds maintenance at various locations in Torpoint, Cornwall

Option One – existing grassed areas leased from Cornwall Council, to include Bénodet Park, Rendel Park, the area immediately alongside the St. John Ambulance Hut and the grassed area outside the Torpoint Library – 18 cuts per year.

Option Two – for the land which is to be leased from Cornwall Council:

- i) Cambridge Field
- ii) Thanckes Park Play Park
- iii) Borough Farm Play Park
- iv) Chestnut Close Play Park
- v) Thanckes Park Tennis Courts and the grassed area immediately surrounding the tennis courts.

Option Three – Weed control of roads and footways in the Town (map of the roads supplied) for three applications per year - 48km of street pavements (24km of roads).

All tenders were opened for initial consideration at a meeting on 01st May 2019, for consideration at the Development and Localism Committee meeting on 02nd May 2019.

Invitation to Tender documentation forwarded to 7 x contractors. 3 x Tenders received

Contractor	Option detail	Quotation
Complete Weed Control (Alun Jones)	Option 3 only	£3,630.00 plus VAT
Dean Leonard	Option 1 only	£150.00 per cut
DR Grounds (David Ralph)	Option 1	£2,160.00 + VAT (£120.00 per cut)
DR Grounds (David Ralph)	ALL Option 2	£7,892.64 + VAT
DR Grounds (David Ralph)	Option 2 Cambridge Field ONLY	£1,088.64 + VAT
DR Grounds (David Ralph)	Option 2 Thanckes Park ONLY	£583.20 + VAT
DR Grounds (David Ralph)	Option 2 Borough Farm Play Park i) Park only ii) All area	£777.60 + VAT £2,334.42 + VAT
DR Grounds (Davis Ralph)	Option 2 Chestnut Close Play Park	£388.80 + VAT
DR Grounds (Davis Ralph)	Option 2 Thanckes Park tennis courts and grassed area	£2,721.60 + VAT

All method statements and certification received for all contractors.

<p>Members considered the tenders received and it is recommended for Option Three to award Complete Weed Control (Alun Jones) the contract for 2019 at a cost of £3,630.00 (plus VAT).</p> <p>Members agreed to defer a decision on Option 1 and Option 2, until the next Development and Localism Committee meeting, when information can be updated to include quotations from the Community Payback Service.</p>	<p>Council</p> <p>Clerk</p>
<p>9-19D&L Localism: -</p> <p>a) Vision Projects: -</p> <p>i) Proposed Jetty Project: - Councillor G J Davis is continuing to participate in the working group for the proposed jetty project being led by Cornwall Council, more information will be provided in due course.</p> <p>ii) Lower Fore Street Re-development and Fore Street: - Lower Fore Street re-development – no further information had been received from Cornwall Council to disseminate. Members considered Fore Street, highlighting the importance of supporting the Fore Street traders, encouraging footfall via the monthly street markets whilst encouraging residents’ to use Fore Street. Councillor G J Davis highlighted Cornwall Council has commenced a public enquiry looking at what can be done to help invigorate town centres.</p> <p>b) Library Update: - The Clerk explained a three day delay in the “soft opening” will not hinder the grand library launch planned for Saturday 11th May at 11.00am. Members’ commended and thanked all staff who had assisted with the Library project whilst recognising the sterling efforts to preserve the indicative budget.</p> <p>c) Torpoint and Rame Youth Project: - Members expressed thanks for a detailed report which included an explanation on the difference between the amounts paid for December 2018 and January 2019 wages.</p>	
<p>10-19D&L Planning Applications: -</p> <p>a) PA10/03116 – Lowering of kerb outside front of property to allow vehicular access across footway to block paved hard standing – 36 Carbeile Road, Torpoint PL11 2HR. No observations or objections.</p> <p>b) PA19/03228 – Erection of battery energy storage system and associated works – Land at Trevol Business Park, Torpoint PL11 2TB. The Council do not wish to comment or make any observations on this application and asked that reference to the Public Protection Officer (Cornwall Council) comments for advice and guidance is supported.</p>	
<p>11-19D&L Correspondence: - None.</p>	

12-19D&L Accounts for Payment: -

PAYEE	REASON	GROSS	(VAT)	NETT
Complete Business Solutions	Postage Stamps SINV01826074	123.00	0.00	123.00
Lambert Keise	Repairs to mayoral Chain	40.00	0.00	40.00
James Property services	Repair to guttering at chambers 1084	321.00	0.00	321.00
EDF	Electricity Bill Cambridge Field 673 117 605 602	28.98	4.83	24.15
Clear Sight	Window Cleaning chambers 16-0	70.00	0.00	70.00
Express Fixings	Library - Fixings picket fence project 14328	28.68	4.78	23.90
Ms T Morris	Reimbursement Post Materials for fence (Library) Picket fence	38.97	0.00	38.97

13-19D&L Date of Next meeting

Thursday 6th June 2019 – apologies in advance were received from Councillor J Tivnan.

14-19D&L Any Business that has been disclosed to the Chairman and members prior to the meeting

- The Chairman drew attention to the High Street Heroes Funding application form to be submitted – a redraft was suggested to apply towards electricity costs for the Christmas Lights.

Clerk

Meeting closed at 9.08pm. _____Chairman