



MINUTES of a meeting of the Development and Localism Committee held on Thursday 6th June 2019 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillors Mrs. C E Goodman (Town Mayor), Miss R A Tanner BEM (Deputy Town Mayor), Miss R C Baker, G J Davis, Mrs. J M Martin, K J Moon, M J Senese, M G Spurling and C R Still plus the Town Clerk.

ALSO PRESENT: - Councillor S J Corbidge MBE.

	ACTION
<p>15-19D&L Apologies for absence: - Councillors Miss L Hocking and J Tivnan BEM.</p>	
<p>16-19D&L Election of Chair Civic year 2019-2020: - The Town Mayor called for nominations for the position of Chairman for the Civic Year 2019-2020. Councillor Mrs. J M Martin proposed that Councillor R A Tanner BEM is elected Chairman for the Civic Year 2019-20. Councillor Miss R C Baker seconded the proposition and there being no other nominations the motion was put and Councillor Miss R A Tanner BEM was duly elected Chairman for the Civic Year 2019-20.</p>	
<p>17-19D&L Election of Vice Chair for the Civic year 2019-2020: - The Chairman called for nominations for the position of Vice Chairman for the Civic Year 2019-2020. Councillor Miss R C Baker proposed that Councillor G J Davis is elected Vice Chairman for the Civic Year 2019-2020. Councillor Mrs J M Martin seconded the proposition and there being no other nominations the motion was put and Councillor G J Davis was duly elected Vice Chairman for the Civic Year 2019-2020.</p>	
<p>18-19D&L Declarations of Interest relating to items on the Agenda: - An NRI (Non-Registerable interest) was declared by: - The Mayor (Councillor Mrs. C E Goodman) (Agenda item 12 (b) – as being known to the applicant).</p>	
<p>19-19D&L Minutes of the previous meeting: - The minutes of the Development and Localism Committee meeting held on Thursday 2nd May 2019 were taken as read, confirmed and signed by the Chairman.</p>	
<p>20-19D&L Matters arising from the minutes: - a) Devolution of a programme of assets/services: - Pursuant to minute number 4-19D&L (a) the Clerk updated options from Cornwall Council: - i) Town Council to take on Borough Park as previously agreed; ii) Remove Borough Park from the devolution package, set up a Service Level Agreement for Borough Park only. Having considered these suggestions and clarified the Borough Park location map, it was agreed to arrange a site visit for Monday 12th June, 6.00pm (Clerk to advise all) to agree the way forward. b) War Memorial: - Pursuant to minute number 4-19D&L (b) the Clerk provided an update on the war memorial</p>	Clerk

project: -

- i) Referring to the up to date budget statement (presented at the adjourned May Council meeting) the Clerk detailed the substantial research undertaken by Councillor J Tivnan who had visited several suppliers (outside of the area) to investigate the pricing and availability of suitable granite for the memorial plinth. The short time frame for completion of this project, highlighted at last month's Committee meeting, was again re-iterated by the Clerk who explained the price for the granite border stone/plinth is £1,480.00 (plus VAT) from Markstone Granite. On reviewing the budget the balance of income against expenditure, is currently £2,724.00, due to the donations received totally £2,920.00.
- ii) The next war memorial working party meeting is scheduled for 11th June 2019.
- iii) The additional wording for the top and bottom of each memorial has been agreed and the stonemason advised.

c) Adela Road: -

Pursuant to minute number 4-19D&L (c) Councillor K J Moon explained further contact with CORMAC Countryside Officer and a response is awaited.

d) Plastic Free: -

Pursuant to minute number 4-19D&L (d) Councillor Mrs. C E Goodman (Town Mayor) updated on progress with Plastic Free: -

- The workshop was well attending by children and staff from two local schools, unfortunately Carbeile Junior School were unable to attend, due to staff absence.
- Ideas for sharing information at the forthcoming event at Thanckes Park on Saturday 6th July were discussed at the workshop.
- Invitations to the first steering group meeting are being circulated.

e) Christmas Lights: -

Pursuant to minute 4-19D&L (e) and minute 16-19 of the Adjourned May Council minute the Clerk has instructed Armada Electrical to undertake the electrical repair work to the middle section of Fore Street for the Christmas Lights @ Total cost £599.37. Following discussion, it is

recommended to: -

- i) Transfer all project and budget responsibility for the Christmas Lights to the Asset Management and Operations Committee (AM&OC) (with immediate effect);
- ii) Compile a document for the July AM&OC meeting summarising all information relating to the Christmas Lights.

f) Tourism Festival: -

Pursuant to minute 4-19D&L (f) Torpoint's Field Day Festival working party are meeting regularly to plan the event. The Clerk detailed the sequence of events for the procurement of the stage hire: -

- Hire-a-Stage.com – quotation received February 2019 £1,400.00 (plus VAT).
- Light Years, Light and Sound – verbal quotation received February 2019 £2,500.00 (plus VAT).
- Once Council gave approval to proceed, Hire-a-Stage.com were contacted and the stage

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<p>(size needed for the event and accessible to Thanckes Park) was no longer available.</p> <ul style="list-style-type: none"> ➤ Soundstage One Event Services Ltd – no stage available for the event date. ➤ Event Services (SW) Ltd – Outdoor stage, plus PA Kit £1,662.30 + Crew £260.00 + transport £100.00 (all plus VAT) ➤ Event Equipment Hire – Mobile stage, £1,550.00 + accommodation £179.98 (all plus VAT) <p>The Clerk advised the stage hire is being procured from Event Equipment Hire. A 20% deposit payment (needed to secure the booking) has been funded by Torpoint Town Partnership. Volunteers are sought to assist during the day along with a plea for marshals; three banners are being procured to help publicise the event, posters to be circulated locally and on social media.</p> <p>g) CNA Highways Scheme – Antony Road yellow box junction: -</p> <p>Pursuant to minute 6-19D&L (b) the Clerk explained the CORMAC Officer has reported a yellow box cannot be permitted at this location as it is contrary to national legal regulations, although there is a similar situation further along Antony road. The Officer acknowledged the inconvenience caused with queueing vehicles blocking across to Fore Street. It was agreed to reply to the CORMAC Officer to establish whether the original 'Keep Clear' notification could be permitted there instead. A brief review of the proposed highways schemes on Fore Street, Trevol Road and Victoria Street were considered and the suggestion to remove the taxi rank on Fore Street was highlighted – Councillor G J Davis and Clerk to action feedback.</p>	<p>Clerk Cllr Davis/ Clerk</p>
<p>21-19D&L To consider the Council Risk Management: -</p> <p>a) Budget Monitoring: -</p> <p>The Committee reviewed the April 2019 financial comparison (as circulated) and the items relevant to this Committee.</p>	
<p>22-19D&L Items Referred to this Committee: -</p> <p>a) Committee – Terms of Reference: -</p> <p>It is recommended the Terms of Reference are updated to include: -</p> <p>i) Together with the Clerk to review the Financial Comparison and the appropriateness of current budgets that have not been delegated to other Committees/Officers [taken from the Finance and Personnel Committee Terms of Reference].</p> <p>ii) [Together with the Asset Management and Operations Committee which will oversee the asset] Together with the Community Hub and Library Development Manager to review the development of the Torpoint Library, Information Service and Community Hub.</p>	<p>Council</p>
<p>23-19D&L Policies referred to this Committee: -</p> <p>None.</p>	
<p>24-19D&L To consider the tenders received from various Grounds Maintenance areas and Weed Spraying of Pavements: - (Option 1 and Option 2 only)</p> <p>Members considered the same tender information circulated [and minuted] at the previous meeting which was accompanied by the information below: -</p> <p>As per the original PID – prices to utilise Probation/Community Payback service to cut (and</p>	

dispose of grass) at three additional parks (Borough, Thanckes and Chestnut Parks) – will need to purchase additional lawnmower(s) and allow for annual maintenance and fuel charges. Need to consider storage facility for the lawnmower(s). Transportation of lawnmowers would be provided by the Probation/Community Payback service. This would be a separate agreement to existing one – costs for three parks, 2 cuts per month charge = **£186.66 per month** (plus VAT). Plus subcontract the grass cutting (and disposal of grass) at Cambridge Field at additional cost. Following debate and consideration of the tenders received for Option 1 and Option 2 along with the quotation from the Community Payback Service it is **recommended** the Clerk contacts DR Grounds (David Ralph) to establish whether a shared grass cutting service could be considered for the future, between DR Grounds and the Probation/Community Payback service. The Clerk highlighted the contractor appointed to undertake the weed spraying of pavements is slightly behind with work and therefore assuming weather permitting, it is hoped the spraying will commence week commencing 17th June - Clerk to advise all.

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25-19D&L Localism: -

a) Vision Projects: -

i) Proposed Jetty Project: -

The Mayor detailed a meeting held with the consultant appointed by Cornwall Council, who is undertaking an economic impact assessment of a proposed jetty in Torpoint, highlighting the Council has been asked to assist with the circulation of the online survey to local businesses.

ii) Lower Fore Street Re-development and Fore Street: -

No further information had been received from Cornwall Council.

iii) Rugby Club (update): -

An update from the Chairman of St. Columba and Torpoint RFC (the Club) was shared - Cornwall Council has leased an area of land from Antony Estates for a period of 40 years which they will then lease to the Rugby Club, the lease will begin when the Club move. The Club has had surveys and reports done on the area of land and submitted a pre-planning application. A full planning application will be submitted in the coming weeks. Prices and surveys have been acquired for the pitches, building, services, car park and access road. An Architect is producing plans and aiding the Club with the design. Fund raising is well on the way and the Club are receiving guidance with this from Cornwall Council, Antony Estates, RFU and the Cornwall Rural Community Charity. They will also be asking the Town Council for any help and support they can give. The new building will be more for community use as well as a rugby club. It is hoped for as many local groups, clubs and societies to use the building and area. A function room will be available also. The Club intend to break ground in September this year with the pitches being their first aim as they will take 12 months to settle and become playable. The Chairman highlighted in the report that they have a very limited amount of time to deal with this project as they all work full time and are very busy, a lot of work has gone into the project and years have passed by, but they seem to be well on the way to completing the vision of a community space as well as a Club to support the many adult (mens and ladies) teams and the youth section, which is growing week on week. The Club hope to have a presentation with visual aids and description of their past and future available soon. It is **recommended** to invite representatives from St. Columba and Torpoint RFC to share their vision

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with the Town Council, accompanied by any information/support needed from the Council.
iv) All weather pitch (update): -
The Mayor (Councillor Mrs. C E Goodman) (Secretary on the Torpoint and Rame Active Community Network) provided an update from the group on the Artificial Turf Pitch facility for Torpoint and Rame. Mr K Curtis, manager of the Torpoint & Rame Community Sports Centre and the Secretary have met weekly since January to submit funding bids in support of this project. Decisions on the bids submitted in January and February are expected in the next few weeks. Charity tins are placed around the town to both raise awareness of the project and raise small amounts of money. These tins were available at the recent Torpoint Youth Athletic Football Tournaments and the Torpoint Athletic Awards evenings. An article has been published in the Cornish Times and the Chronicle giving an update on the project. Mr L Miles, one of the young members of the Torpoint & Rame Active Community Network, recently gave a presentation to the Torpoint Youth Project on the progress of the Artificial Turf Pitch Project. The group continue to work very closely with the Football Foundation and Cornwall Football Association. Much work has been completed by Mr K Curtis on the business and usage plans. They are well crafted and demonstrate to the Football Foundation, and others, the sustainability of the project. The funding bid to the Football Foundation will be submitted by Torpoint Community College. The Torpoint & Rame Active Community Network, Plymouth YMCA and Torpoint Community College are working with determination to see this project through to completion. The funds pledged by Torpoint Town Council, subject to all partnership funding being realised, have proved to be the spur that has encouraged others to contribute financially to the project and the group are indebted to the Torpoint Town Council for this pledged financial support.
(Councillor G J Davis left the meeting at this point.)

b) Library update: -
The inaugural meeting of the Library Forum is scheduled for Wednesday 12th June, 6.00pm at the Library, with invitations extended to members of the Library Working party and other local stakeholders.

c) Torpoint and Rame Youth Project: -
Members expressed thanks for another very detailed report from the Youth Project.

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26-19D&L Planning Applications: -

a) PA19/02506 – Conversion of Garage into living area and downstairs bathroom. Remove roller door to front and replace with brickwork and window – 27 Langdon Down Way, Torpoint PL11 2HH.

No observations or objections.

b) PA19/04299 – Erection of porch, replacement of veranda with garden room and canopy, and installation of roof dormers (replacement of permission PA17/09444) – 106 Marine Drive, Torpoint PL11 2EN.

No observations or objections.

(The Mayor Councillor Mrs. C E Goodman left the meeting whilst this agenda item was considered.)

27-19D&L Accounts for Payment: -

PAYEE	REASON	GROSS (£)	(VAT) (£)	NETT (£)
Cornwall Council	Garage Rental 24.06. to 21.07 .19 34190700166	56.48	9.40	47.08
Western Web	Update of Website for TTC 20987	90.00	15.00	75.00
Waterwise	radiator Thermostat x 3 32924	57.56	9.59	47.97
James Property Services	repair to Room 7 Floor, radiator valves 1088	135.00	0.00	£ 135.00
ASG	Fire Alarm System Library 31570	895.74	149.29	746.45
ASG	Fire Extinguishers x 2 Library 31571	277.82	46.30	231.52
ASG	repair to Annex cost to go to Isla Sell 315.81	219.30	36.55	182.75
White Tornado Laundry Services	Chambers laundry Laundry Council	25.00	0.00	25.00
White Tornado Laundry Services	Rugby Club Laundry to be reimbursed Laundry Rugby Club Dinner	50.00	0.00	50.00
Vent-Clenz	kitchen extractor Annual clean 902106	450.00	75.00	375.00
Complete Business Solutions	Stationery SINV01866868	67.98	11.33	56.65
Biffa	Waste collection 408T00432	155.82	25.97	129.85
Spot on supplies	gloves - balance of PO 19-29 21469642	4.16	0.69	3.47
British Gas	Benodet Electricity Bill Final 602745574	0.01	0.00	0.01

28-19D&L Correspondence: -

- a) Climate change – Cornwall Gateway Community Network Panel Meeting – Cornwall Council. Noted – the council is currently working towards the 'Plastic Free' initiative.
- b) Cornwall Rural Community Charity (CRCC) – High Street Fund grant application. The Clerk advised the application for funding to upgrade a section at Sparrow Park has been granted highlighting more information on this will be shared at the next AM&OC meeting.

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29-19D&L Date of Next meeting

Thursday 4th July 2019.

30-19D&L Any Business that has been disclosed to the Chairman and members prior to the meeting

- The Chairman highlighted a possible Tourism Festival next year, VE Day Celebrations 8th May 2020, Clerk to circulate information and include on the next meeting agenda.

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Meeting closed at 8.48pm. _____ Chairman