



MINUTES of a meeting of the Development and Localism Committee held on Thursday 5<sup>th</sup> March 2020 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

**PRESENT:** - Councillor G J Davis (Chairman), Councillors Mrs. C E Goodman (Town Mayor), Miss R C Baker, Miss L Hocking, Mrs. J M Martin, K J Moon, M G Spurling, C R Still and J Tivnan BEM plus the Town Clerk & RFO (Clerk).

**ALSO PRESENT:** Community Hub and Library Manager (for agenda item 8.b only)

	<b>ACTION</b>
<p><b>117-19D&amp;L Apologies for absence: -</b> Apologies for absence were submitted on behalf of Councillor Miss R A Tanner BEM (Deputy Town Mayor) and Councillor L E Keise.</p>	
<p><b>118-19D&amp;L Declarations of Interest relating to items on the Agenda: -</b> None.</p>	
<p><b>119-19D&amp;L Localism</b> a) Library Update - Community Hub and Library Manager: - With the Committees approval the Chairman brought forward the report from the Community Hub and Library Development Manager (CHLDM), who, in addition to the report, gave a brief presentation of photographs and community links detailing the first year of the partnership with Cornwall Council. The CHLDM was pleased to report that trade has increased in the café and gave thanks for the kind donation of beautiful daffodils, from a local farmer. Some proposals to enhance the outside of the building were considered and it was agreed for the CHLDM to compile alternative options for the external space, including the noticeboard wall, with minimal cost implications. Following a question posited, the CHLDM will investigate the VAT element of income generated from additional sales. Congratulations and thanks were minuted to the CHLDM and the whole team, including volunteers at the Library and Community Hub for increasing the footfall whilst enhancing the community offer, in the first year of the partnership.</p>	CHLDM
<p><b>120-19D&amp;L Minutes of the previous meeting: -</b> The minutes of the Development and Localism Committee meeting held on Thursday 5<sup>th</sup> February 2020 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>121-19D&amp;L Matters arising from the minutes: -</b> a) Devolution of a programme of assets/services: - Pursuant to minute number 106-19D&amp;L (a) the Parks working party members met with the Solicitor in February and reviewed separate legal agreements for all the sites. The Chairman</p>	

explained that each area has individual intricacies, citing examples such as Chestnut Close Play Park and Borough Farm Play Park require access over Cornwall Council land. Additionally, a site visit to all locations was undertaken with a representative from Wicksteed Leisure (who have over 100 years of play park experience) and a report is awaited, the next meeting of this group is arranged for Monday 16<sup>th</sup> March, 4.30pm. Following discussion, it is **recommended** to commence recruitment of a part time Caretaker, to provide resilience and capacity to the existing staffing, in accordance with the proposal from the Parks working party.

Parks  
Working  
Party

**Council**

b) War Memorial: -

Pursuant to minute number 106-19D&L (b) the Clerk detailed having received recent communication from a relative of two of the fallen, who wished to record heartfelt thanks to all those who had been involved with the war memorial and a donation from the correspondent is anticipated. The Clerk advised the replacement poles have arrived in the Cormac depot, Cormac has been asked to contact Councillor J Tivnan BEM in advance of installation of the same. Councillor Tivnan explained as there is a positive balance on the project, quotation(s) for a bench befitting a war memorial will be sought, highlighting permissions will need to be sought from Cornwall Council for installation should a decision to progress the bench purchase be made. A suggestion to illuminate the war memorial was posited.

Cllr Tivnan/  
Clerk

c) Adela Road: -

Pursuant to minute number 106-19D&L (c) Councillor K J Moon explained Cormac have commenced grass cutting at the site in advance of proposed work commencing, week beginning Monday 16<sup>th</sup> March, highlighting this is subject to change.

d) Plastic Free: -

Pursuant to minute number 106-19D&L (d) the Mayor explained the plastic free steering group meeting is being arranged for Wednesday 25<sup>th</sup> March and a meeting at Torpoint Nursery and Infant School is scheduled for later this week, as well as a meeting with the Chairman of Torpoint Athletic FC next week.

e) Enterprise Court: -

Pursuant to minute 106-19 D&L (f) it was **resolved** that this item would be considered with the Public and Press excluded as it contains commercially sensitive information [see minute 130-19D&L below].

f) Project statement/project initiation document – entry Great British High Street Awards competition: -

Pursuant to minute 106-19D&L (g) the Chairman explained this is ongoing.

Cllr  
Tanner/  
Cllr Davis

<p>g) VE Day 75 (Project Statement): - Pursuant to minute 107-19D&amp;L (a) Councillor Mrs. J M Martin and the Clerk have scheduled time for the completion of the Project Statement for VE Day 75.</p> <p>h) Great British Spring Clean: - Pursuant to minute 113-19D&amp;L (j) the Mayor updated on the forthcoming activities being co-ordinated for the Great British Spring Clean:</p> <ul style="list-style-type: none"> <li>➤ Collection of the equipment (17<sup>th</sup> March)</li> <li>➤ Distribution of equipment for various groups to undertake litter / clean ups around the town at various locations, includes the Friends of Thanckes Park, local Brownies, Guides, Sea Cadets and the Torpoint and Rame Peninsula Lions have also been contacted.</li> </ul>	<p>Cllr Martin/ Clerk</p>
<p><b>122-19D&amp;L To consider the Council Risk Management: -</b> a) Budget Monitoring: - The Committee reviewed the January 2020 financial comparison (as circulated) and the items relevant to this Committee.</p>	
<p><b>123-19D&amp;L Items Referred to this Committee: -</b> a) None.</p>	
<p><b>124-19D&amp;L Policies referred to this Committee: -</b> a) Development Plan Strategy 2017-2020: - Councillor G J Davis explained this is ongoing.</p>	<p>Cllr Davis</p>
<p><b>125-19D&amp;L Localism: -</b> a) Vision Projects: - i) Tamar River Links / Jetty Project: - No further update on the Tamar River links / Jetty project. ii) Lower Fore Street Re-development and Fore Street: - Progress on Lower Fore Street redevelopment is the forthcoming Charrette event. iii) Charrette event: - The stakeholders meeting of the steering group met Wednesday 4<sup>th</sup> March and the information event will now be held in the Council Chambers Main Hall on Thursday 2<sup>nd</sup> April. The Charrette will be held between Friday 1<sup>st</sup> to Tuesday 5<sup>th</sup> May, at the Library and Community Hub, with the feedback event held in the Council Chambers Main Hall. b) Library update: - i) Local Devolution Fund: - The Clerk is waiting to hear from Cornwall Council whether the funds allocated to the Local Devolution Fund are being reallocated to Torpoint Library. ii) Provision of Library Service – Deed of Variation: - The Clerk has reviewed and understood the changes to the Provision of Library Service - Deed of Variation with the Client Relationship Manager at Cornwall Council and Community Hub and Library Development Manager and it is <b>recommended</b> the Clerk is authorised to sign and agree the</p>	<p><b>Council</b></p>

documentation on behalf of the Council.  
 c) Neighbourhood Development Plan: -  
 The Clerk is contacting to LRM Planning Ltd to instruct them to recommence work on the project.

**126-19D&L Planning Applications: -**  
 None.

**127-19D&L Accounts for Payment: -**

PAYEE	REASON	REFERENCE	GROSS	(VAT)	NETT
White Tornado	Laundry	Laundry TTC	150.00	0.00	150.00
Streetmaster	Memorial bench HALLIDAY	7081	985.20	164.20	821.00
Play Inspection Company	Annual inspection of parks x 5	40345	390.00	65.00	325.00
RD Johns	Stock library café	149718	4.20	0.00	4.20
RD Johns	Stock library café	152028	6.50	0.00	6.50
RD Johns	Stock library + consumables council	156481	4.70	0.00	4.70

**128-19D&L Correspondence: -**

a) Localism climate change workshop – Cornwall Council: -  
 The Mayor summarised the content of the climate change workshop, having attended the Liskeard event. After attending the event and following an in-depth discussion about this Council declaring a climate emergency [now], the Mayor proposed and Councillor K J Moon seconded the proposition, for Torpoint Town Council to declare a climate emergency. The Committee vote is recorded as: For: 3, Against: 0 and Abstentions: 5. It is **recommended** Torpoint Town Council immediately declares a climate emergency.

b) Consultation on Local Green Space Development Plan – Plymouth City Council: -  
 Noted.

c) Waste Management – Removal of recycling banks - Cornwall Council: -  
 The correspondence was considered, with the deadline for reply noted as 20<sup>th</sup> April 2020. The Clerk explained Liskeard Town Council has been seeking quotations for removal of the same, or similar recycling bins, in the hope that possible contractors would provide a more competitive rate if Liskeard and Looe Town Councils agreed a joint contractual arrangement with this Council. The Chairman explained having an arranged conference call with Cornwall Council on the matter.

**Council**

Clerk

**129-19D&L Date of Next meeting**

Thursday 2<sup>nd</sup> April 2020, apologies in advance were received from Councillor Miss L Hocking.

**130-19D&L** 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)).

**131-19D&L Any Business that has been disclosed to the Chairman and members prior to the meeting**

- Thanks for the St. Piran's Day scones with jam and cream were recorded to Councillor Miss R C Baker.

- The Clerk explained Cornwall Council have recently advised that having toured the town to create 'meadowbanks' on verges and unused areas of land, it has chosen some sites in which to trial the planting of wildflowers, which will have both visual and biodiversity impacts. Two sites have been selected in Torpoint – Goad Avenue and Trevithick Avenue. Cormac will be erecting information boards at the site and turf clearing and planting will begin in the next couple of weeks. The information has been shared on social media and had prompted a really positive reaction.
- The Chairman noted that COVID-19 (corona virus) had previously been discussed at the Finance and Personnel Committee meeting and drew members' attention to the following
  - Anti-bacterial liquid by the entrances to the Council building and in the library;
  - Cancellation insurance for the VE day celebration event;
  - Scaled back civic service or an open air event (or be prepared to cancel/delay);
  - NHS information and hand washing signs on the notice boards around the town;
  - Face masks available for staff should guidance be given for them to be worn;
  - Remote library info service in the event the facility is closed or add an additional phone line for possible additional telephone service/demand;
  - The possibility for staff to work from home;
  - Additional support for staff with families that may be home due to school closure;
  - Agency/relief staff available for caretaking and cleaning requirements;
  - Frequent deep clean of facilities;
  - Restrict employee attendance on training/conferences;
  - Possible park closure/regular equipment cleaning following devolution ;
  - Temporary changes to standing orders/financial controls;
  - Investigate the use of conference calls instead of public meetings of Council and committees as an emergency measure;
  - Delegation of additional proportionate powers to the Clerk for expenditure in the event of meetings being cancelled.
- Councillor K J Moon highlighted a plea from a Plymouth mum to send a birthday card to her son for his 9<sup>th</sup> birthday, the website link is here: <https://www.plymouthherald.co.uk/news/plymouth-news/deaf-lad-requests-simple-gift-3890764>, the Mayor agreed to action.
- The Cormac newsletter recently received was noted.
- VE Celebration posters were circulated.

Mayor

Meeting closed at 9.10pm. \_\_\_\_\_ Chairman