



TORPOINT TOWN COUNCIL

MINUTES of a **VIRTUAL** meeting of the Development and Localism Committee held **via Zoom** on Thursday 4th June 2020 at 6.30pm via the Zoom link:

<https://us02web.zoom.us/j/81556485798?pwd=QVhKS00xczRQczY5QVRtYnp6eW55dz09>

Meeting ID: **815 5648 5798**

Password: **711783**

Virtually PRESENT: - Councillor Mrs. C E Goodman (Town Mayor), Councillor Miss R A Tanner BEM (Deputy Town Mayor), Councillors Miss R C Baker, G J Davis, L E Keise, Mrs. J M Martin, K J Moon, M G Spurling, C R Still, J Tivnan BEM plus the Town Clerk & RFO (Clerk) and the Community Hub and Library Manager in attendance.

	ACTION
<p>01-20D&L Apologies for absence There were no apologies for absence.</p>	
<p>02-20D&L Other Member not present Councillor Miss L J Hocking.</p>	
<p>03-20D&L Election of Chairman for Civic Year 2020 – 21 The Town Mayor called for nominations for the position of Chairman for the Civic Year 2020-21. Councillor Mrs. J M Martin proposed that The Deputy Mayor (Councillor Miss R A Tanner BEM) is elected to serve at Chairman for the Civic Year 2020-21. Councillor G J Davis seconded the proposition. The Town Mayor called for any further nominations for the position of Chairman for the Civic Year 2020-21. Councillor Miss R C Baker proposed that Councillor J Tivnan BEM is elected to serve as Chairman for the Civic Year 2020-21. Councillor K J Moon seconded the proposition.</p> <p>The Town Mayor called (in alphabetical order) votes FOR Councillor Miss R A Tanner BEM for Chairman, who received five votes. The Town Mayor called votes FOR Councillor J Tivnan BEM Martin, who received five votes. There were no abstentions. The Town Mayor had the casting vote and taking into account this vote, Councillor Miss R A Tanner BEM was duly elected Chairman for the Civic Year 2020-21.</p>	
<p>04-20D&L Election of Vice Chairman Civic Year 2020- 21 The Chairman called for nominations for the position of Vice Chairman for the Civic Year 2020-21. Councillor K J Moon proposed that Councillor Miss R C Baker is elected to serve as Vice Chairman for the civic year, this nomination was later withdrawn. Councillor Mrs. J M Martin proposed that Councillor G J Davis is elected to serve as Vice Chairman for the Civic Year 2020-21. Councillor Miss R A Tanner BEM seconded the proposition. The Chairman called for any further nominations for the position of Vice Chairman for the Civic Year 2020-21. Councillor Miss R C Baker proposed that Councillor J Tivnan BEM is elected to serve as Chairman for the Civic Year 2020-21. Councillor K J Moon seconded the proposition.</p>	

<p>The Chairman called (in alphabetical order) votes FOR Councillor G J Davis who received six votes. The Chairman called votes FOR Councillor J Tivnan BEM, who received four votes. There were no abstentions. The motion was put and Councillor G J Davis was duly elected Vice Chairman for the Civic Year 2020-21.</p>	
<p>05-20D&L Declarations of Interest relating to items on the Agenda a) None.</p>	
<p>06-20D&L Committee Terms of Reference The Chairman proposed, seconded by Councillor Mrs. J M Martin and it is recommended to approve the Development and Localism Committee Terms of Reference.</p>	Council
<p>07-20D&L Library Update: - The Clerk asked the Chairman to bring forward agenda item 11.f (Library Update) to enable the Library and Community Hub Manager to present an update on this matter, the Chairman agreed to take this agenda item at this point. The Library and Community Hub Manager (CH&LDM) highlighted that a more detailed update on activities undertaken during COVID-19 will be circulated via the Clerk's weekly [email] briefing to Members. Summarising:</p> <ul style="list-style-type: none"> ➤ The CH&LDM has worked with the Local Community Markets volunteering group to enable the satellite Foodbank distribution centre to be set up, with Liskeard and Looe Foodbank. ➤ The CH&LDM has been providing a 'Books on Wheels' service for the more vulnerable social isolated customers and having contacted Cornish Tea and Cornish Coffee Co. Ltd. they agreed to initially supply 24 packs of Tea, with the offer of more when needed. ➤ Staff have gradually returned to work and are undertaking a variety of tasks including providing a useful check on the safety and well-being of customers. ➤ A surprise virtual celebration was held to recognise Mrs. C (Kate) Jackson's 40 years' service to Cornwall Libraries, friends and colleagues attended, along with Councillors and staff. ➤ Income from the Library and the Community Hub for the last quarter of the financial year 2019-20 was £2,114.67. This included income from the café, library fines/charges, photocopying as well as a £40 donation from a member of the public. ➤ Social media – Facebook engagement has grown during the lockdown period, with a noticeable increase in followers and likes. ➤ Phased re-opening plan – it is currently anticipated that the Library and Community Hub will reopen on Monday 6th July, offering restricted services. Likely to be open initially, Monday, Wednesday and Friday, from 0930 to 1600hrs. ➤ Public network computers – At least one will be made available for use. ➤ Summer Reading Challenge – This is launching on Friday 5th June as a digital activity only, aimed at children aged 4 -11 years. The theme of the challenge this year is 'Silly Squad', a celebration of funny books, happiness and laughter. ➤ Macmillan Coffee Morning – It is hoped to support this event this year, due to take place on 25th September. ➤ Fun Palaces – Unknown whether these, which are scheduled for 3rd – 4th October, will go ahead. ➤ Outside area at the rear of the building – Mr A Martin has very kindly offered to help 	

<p>brighten up the outside area at the rear of the building; in particular the two brick perimeter walls. This area was used last Summer as a seating area for customers as well as children taking part in arts and crafts activities and with some form of decoration, this could attract families.</p> <p>The Chairman thanked the Library and Community Hub Manager for this interesting update, highlighting and minuting thanks for the work completed on setting up the Foodbank distribution centre.</p> <p>(The Library and Community Hub Manager left the meeting at this point.)</p>	
<p>08-20D&L Minutes of the previous meeting</p> <p>It was resolved that the minutes of the Development and Localism Committee meeting held on Thursday 5th March 2020 were taken as read, confirmed and will be signed by the Chairman in due course.</p>	
<p>09-20D&L Matters arising from the minutes</p> <p>a) Devolution of a programme of assets/services: - Pursuant to minute 121-19D&L (a) the Clerk explained having had regular contact with the Solicitor on the matter during the lockdown period. The Clerk reported two Councillors had expressed a wish to replace two tennis nets, further research is being undertaken. Answering a question posited about the tennis hut Councillor G J Davis explained that the terms previously agreed with Cornwall Council are that tennis courts site, as well as the hut, will be transferred in the current condition and a sum of money has been agreed as part of the transfer. An initial sum of £10K was suggested, however, a figure of £5K was agreed with Cornwall Council, which will enable this council to 'make good' the tennis hut. The Clerk explained the council will only take on the lease at the tennis courts once the boundary fence has been re-installed. Following discussion about the lack of grass cutting at play parks, due to COVID-19, it is suggested that handover only takes places once the grass cutting has started at the play parks. It was further explained the equipment is being handed over in the current condition and will become the responsibility of this council at handover. The Clerk agreed to check the play parks 'closed' signs are still in situ. A Parks working party meeting is arranged for Thursday 11th June, 1600hrs, all working party Members to be invited to attend.</p> <p>b) War Memorial: - Pursuant to minute 121-19D&L (b) Members considered the previously circulated Powerpoint presentation produced by Councillor J Tivnan BEM with a suggestion to replace an existing bench on the grass verge alongside Harvey Street with a war memorial bench. Following some very positive comments about the bench suggestion and debate about the proposed location it is recommended to:</p> <ul style="list-style-type: none"> i) Seek permission from Cornwall Council to replace the existing bench on the grass verge alongside Harvey Street; ii) Using the remaining memorial funding available to purchase a war memorial bench at a cost of £1,099.50 (plus VAT) including a dedication plaque and delivery charge; iii) Add the memorial bench to the council fixed asset register and undertake all regular maintenance as required. <p>c) Adela Road: -</p>	<p>Clerk</p> <p>Clerk</p> <p>Council</p>

Pursuant to minute 121-19D&L (c) the Clerk explained due to COVID-19 the work to upgrade Adela Road has been put on hold and as restrictions are eased the Clerk will liaise with Cormac for any further progress on this work.

Clerk

d) Plastic Free: -

Pursuant to minute 121-19D&L (d) the Mayor explained the disappointing cancellation of the Plastic Free steering group meeting, which will be rearranged in due course.

e) Enterprise Court: -

Pursuant to minute 121-19F&P (e) the Chairman proposed the motion and Councillor Mrs. J M Martin seconded the proposition, it was **resolved** that it contains commercial sensitive information this item would also be considered with Public and Press excluded [see minute 18-20D&L below].

f) VE Day 75: -

Members highlighted the VE Day 75 celebrations undertaken during the lockdown period and although disappointing that all the event plans had been cancelled the day was virtually celebrated in the town, with social distancing in place. Following discussion, it was agreed for the contractor to be contacted to arrange for the bunting to be erected in Fore Street, this discussion about Fore Street enabled Councillor G J Davis to present an urgent business item, *the re-opening of Fore Street*.

Clerk

Councillor G J Davis explained that Cornwall Council are working with all towns to enable the safe and full re-opening of all High Streets in the county. The Mayor and Clerk have attended a virtual meeting organised by CALC with Cornwall Council, where initial ideas were shared. Advice on social distancing, the possibility of pedestrianising streets, also temporary road closures, as well as the opportunity to submit funding applications, advice regarding car parking is all being co-ordinated by the Community Link Officer. Councillor Davis explained the importance of including the local shopkeepers in the discussions, with the Mayor adding that Falmouth Town Council has agreed to share their work on this matter. Councillor Mrs. J M Martin explained the Local Community Markets is considering holding a street market at the end of July and suggested a working party group takes this project forward. A working party was formed to include the Mayor, the Deputy Mayor, as well as Councillors G J Davis, Mrs. J M Martin and C R Still. The Clerk to action an initial working party meeting for Friday 5th June.

Clerk

g) Waste Management – Removal of recycling banks: -

Pursuant to minute 128-19D&L (c) Members acknowledged the information circulated from the Clerk on this matter. Councillor K J Moon detailed his disappointment that the town will be losing the recycling banks, currently provided by Cornwall Council, in the Antony Road car park. Councillor Moon continued the approximate annual cost to this council to keep the same, of £12,480 (plus VAT), is an unbudgeted expenditure and one this council cannot afford. Members added that fly tipping is possible at the site which would increase the cost along with the alleged widespread illegal use by tradespersons which could not be enforced. Councillor G J Davis explained the existing kerbside recycling collection provides a fortnightly service, with no limit on the amount of recycling that can be collected by Cornwall Council. Therefore, highlighting the importance of working alongside Cornwall Council to effectively communicate the 'removal

<p>message', it is recommended that:</p> <ul style="list-style-type: none"> i) This council does not proceed with the devolution of recycling waste management from Cornwall Council, at the Antony Road car park; ii) A letter of complaint about the hastily implemented decision of the removal of the same is written to Cornwall Council. 	Council
<p>10-20D&L To consider the Council Business Risk Management</p> <p>a) Budget Monitoring – Finance Committee Responsibilities: - The Committee considered the March 2020 financial comparison (as circulated) and the items relevant to this Committee.</p>	
<p>11-20D&L Items Referred to this Committee</p> <p>None.</p>	
<p>12-20D&L Policies referred to this Committee</p> <p>The Clerk explained the Finance and Personnel Committee had discussed a way forward to 'share the review of policies with all members' and it had been agreed that the Clerk circulates the policy list inviting members' to select a policy/policies for review. A deadline for this piece of work was not agreed. The Clerk explained the end goal is to publish all council adopted/agreed policies on the website.</p>	Clerk
<p>13-20D&L Localism</p> <p>a) Vision Project.</p> <ul style="list-style-type: none"> i) Tamar River Links / Jetty Project: - Councillor G J Davis explained work had been delayed due to COVID-19, however, the contractor Arcadis has now commenced work on the river study, it is anticipated that Cornwall Council will prepare a Memorandum of Understanding to work together with this council on this project. ii) Lower Fore Street Re-development: - The Charrette event is being re-scheduled to enable the Lower Fore Street Re-development ideas to be formulated. iii) Charrette event: - The re-arranged dates for the Charrette event, as previously circulated by the Clerk, are in the Council Chambers Main Hall for the Introduction event on the 21st October, the Charrette starting on Friday 13th November and the feedback evening on 17th November. <p>b) Library Update: - See minute 07-20D&L.</p> <ul style="list-style-type: none"> i) Local Devolution Fund: - The Clerk explained the current status of the LDF grant proposal for Torpoint library is that a report, which included a number of other LDF proposals, was approved by Cornwall Council Strategic Director – Neighbourhoods at the point the crisis started and as soon as there is an opportunity to do so, work will be undertaken to progress it. <p>c) Neighbourhood Development Plan: - A meeting arranged between the Clerk and Councillor G J Davis to review the evidence base was subsequently postponed and will be re-arranged in due course.</p>	Clerk / Cllr Davis
<p>14-20D&L Planning Applications: -</p> <p>None.</p>	
<p>15-20D&L Accounts for payment: -</p>	

PAYEE	REF NO	REASON	GROSS	(VAT)	NETT	
Biffa	Waste Collection Chambers	522T25195	170.64	28.44	142.20	
Biffa	Waste Collection Library	522T25196	32.88	5.48	27.40	
Don Benson	Clock Winding May 2020	3	48.00	0.00	48.00	
Cornwall Council	Garage Rental	34190700166	58.04	9.68	48.36	
<p>16-20D&L Correspondence: - a) Comments regarding temporary 12-month renewal of existing dog control Public Spaces Protection Orders which will expire in October 2020 – Cornwall Council: - Noted. b) The Peninsula Trust Coronavirus Work – Summary as at 28th May 2020 – The Peninsula Trust: - Noted. The Chairman acknowledged the great work being undertaken by the Peninsula Trust, highlighting the agreement with Liskeard and Looe Foodbank, which allow them to provide food vouchers as well as organise food deliveries.</p>						
<p>17-20D&L Date of next VIRTUAL meeting Thursday 2nd July 2020.</p>						
<p>18-20D&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)).</p>						
<p>19-20D&L Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <ul style="list-style-type: none"> ➤ The Mayor reported receipt of correspondence from Mr Allen regarding the grass verges who had highlighted contact details for the charity BugLife who have assisted Plymouth, St Austell, Truro and Bodmin to create wonderful flora displays, the Operations Manager to follow up. ➤ The Mayor reported correspondence from B Handley, requesting that this council commits to supports Black and BAME members of our community with a statement to support Black Lives Matter. The Chairman explained this council supports all members of the community and Councillor L E Keise supported the request. Councillor Mrs. J M Martin referred to the councils Equal Opportunities policy and it is suggested the Clerk to seeks advice from CALC before responding. ➤ The Clerk highlighted information circulated via Councillor C R Still from the Office of the Police and Crime Commissioner, advising it is for individuals to share this via personal social media pages. ➤ Councillor L E Keise was pleased to advise the Public Access Defibrillator had now been installed on the outside of Costcutter. 						
Meeting closed at 8.30pm _____						Chairman