



## TORPOINT TOWN COUNCIL

**MINUTES** of a **VIRTUAL** meeting of the Development and Localism Committee held **via Zoom** on Thursday 1<sup>st</sup> October 2020 at 7.00pm via the Zoom link:

<https://us02web.zoom.us/j/86131412948?pwd=TFhXOTk1T2ZFNGJWK2l2Zk84YXdFZz09>

Meeting ID: **861 3141 2948**

Passcode: **971336**

**Virtually PRESENT:** - Councillor G J Davis (Chairman), Councillors Mrs. C E Goodman (Town Mayor), Miss R C Baker, 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 Development Manager in attendance.

	<b>ACTION</b>
<p><b>49-20D&amp;L Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor Miss R A Evans (<i>was Tanner</i>) BEM (Deputy Town Mayor) and Councillor Miss L J Hocking.</p>	
<p><b>50-20D&amp;L Declarations of Interest relating to items on the Agenda</b> a) None.</p>	
<p><b>51-20D&amp;L Library Update: -</b> The Community Hub and Library Development Manager (CH&amp;LDM) presented an informal update on the Library and Community Hub, as circulated:</p> <ul style="list-style-type: none"> <li>➤ <i>Outside rear area</i> – The refurbishment of the outside area at the rear of the building is now complete, positive comments have been received by Library customers as well as those engaging with social media. Mayor to send a letter of thanks to Andy Martin for volunteering to undertake a wonderful transformation of the rear space.</li> <li>➤ <i>Macmillan Coffee Morning</i> – The CH&amp;LDM explained Drecklys café opened for the first time since lockdown on Friday 25<sup>th</sup> September in aid of Macmillan Cancer Support, raising £257.05. Thanking all those who attended and supported the event, as well as those who donated baked cakes.</li> <li>➤ <i>Virtual Fun Palace</i> a COVID secure virtual Fun Palace will be held on Saturday 3<sup>rd</sup> October, activities will stream live via Facebook. Activities will include story-time, rhyme-time, community art, black work, belly dancing and yoga.</li> <li>➤ <i>Childminding groups</i> – Childminding groups are continuing to use the Library and Community Hub on Tuesdays and Thursdays, positive feedback has been received from the childminders about having the opportunity to use the space.</li> <li>➤ <i>Cornish Tea and Cornish Coffee Ltd.</i> – CH&amp;LDM has met with the Cornish Tea and Cornish Coffee Ltd. to review the coffee machine options, with a percentage of the cup cost charged, as the plan is to reopen the café on a regular basis from Monday 2<sup>nd</sup> November.</li> </ul> <p>The Chairman minuted thanks to the CH&amp;LDM for hosting the Cornwall Council visitors in the Library and Community Hub 30<sup>th</sup> September 2020, along with the Treveth guests, who joined virtually.</p> <p>Having attended a meeting with Cornwall Council earlier this week, the Clerk explained that Cornwall Council are asking all partner sites to consider the long-term position of whether or not to continue with the fines amnesty. The Clerk re-iterated the decision already taken by this Council</p>	Mayor

that fees/fines will be re-instated at Torpoint Library and Community Hub from 1<sup>st</sup> January 2021, ensuring effective communication of the message to all customers in advance of the re-instatement.

The partner sites responses to Cornwall Council have been (as at 1.00pm 28/09/20):

- 7 Partners & 5 retained sites will continue the fines amnesty until end March 2021.
- 2 Partners will extend amnesty until 31/12/20 then review.
- 1 Partner will re-commence from 01/10/20.
- 2 Partners will re-commence charging from 01/11/20.
- St Austell recommenced charging on 1<sup>st</sup> August.
- 9 Partners are awaiting Council decisions.

At the virtual meeting the following four possible longer-term options were explored:

1. Individual decisions made by each Partner, with CC accepting a permanent 'patchwork of decisions';
2. Decision by majority partners;
3. Do nothing – accept we are where we are in a pandemic and the timing is not currently right to peruse the removal of charges;
4. Any alternative options?

Having considered the options Members were keen to ensure a consistent approach and directed the Clerk to respond with the informal decision: Torpoint would like Cornwall Council to take the lead on this decision and secondly wholeheartedly believe that a consistent approach across the county should be agreed upon. A patchwork of decisions is not right for customers, to receive one message in Saltash, Looe etc. and then receive a different message in Torpoint, this would not work.

(The Library and Community Hub Manager left the meeting at this point.)

#### **52-20D&L Minutes of the previous meeting**

It was **resolved** that the minutes of the Virtual Development and Localism Committee meeting held on Thursday 3<sup>rd</sup> September 2020 were taken as read, confirmed and will be signed by the Chairman in due course.

#### **53-20D&L Matters arising from the minutes**

a) Devolution of a programme of assets/services: -  
Pursuant to minute 39-20D&L (a) the Chairman explained a productive meeting of the Parks working party group had been held Wednesday 30<sup>th</sup> September 2020, without a tour of the parks, where much dialogue and issues including the frequency of grass cutting had been agreed. The Officers will be undertaking research into whether the Operations staff can continue to maintain the smaller parks, with the contractor assigned the grass cutting at the larger park sites. The research will include suitable machinery for grass cutting, whether a vehicle is needed to transport the machinery – as staff using their own vehicles does not provide the resilience needed in the future. A quotation to install CCTV overlooking the tennis courts/Thanckes Park Play Park is being sought and a quotation to supply the 'application' needed to monitor and record defects in the parks, together with costs for training and IT equipment needed. All this information will be



needed for the budget setting meeting next month. The Chairman explained the improvement priorities after handover (in order of preference) will be:

- i) Tennis court fencing – Clerk to draft and issue a tender specification for replacement tennis court fencing;
- ii) Chestnut Close Play Park fencing missing at the rear of the park, to be replaced;
- iii) Other tennis court products required to enable the courts to be used by community.

Clerk

The Chairman explained the Project Initiation Document will be updated to include the information for the budget and it is expected that the Friends of Thanckes Park group will be contacted to invite them to present their Vision ideas for Thanckes Park to this Committee.

Clerk

Answering a question posited about whether there are any plans to demolish the existing tennis hut, Councillor Mrs. J M Martin highlighted the Parks working party have no wish to demolish the tennis hut. The Clerk explained the legal documentation is now awaited from the Council Solicitors and the Financial Agreement with Cornwall Council is being drafted for signature.

b) Plastic Free: -

Pursuant to minute 39-20D&L (d) the Mayor explained the evidence needed to gain accreditation has been printed and contact has been made with Surfers against Sewage to ascertain what else is required.

c) The re-opening of Fore Street: -

Pursuant to minute 39-20D&L (d) the Chairman explained a Fore Street traders meeting had been held on Monday 14<sup>th</sup> September, which provided an update to the local traders on the activities undertaken to safely re-open Fore Street following COVID-19. The meeting highlighted that the posters which encouraged a one-way system had not been successful, however it appeared that this did not matter as people moved to avoid each other, and social distanced in the street anyway. The traders were supportive of the additional measures put in place, including the social distancing pavements notices and the hand sanitisers. Cornwall Council had been contacted to provide usage statistics for the one-hour free car parking offered at Tamar Street in July and August, unfortunately these statistics are not available. However, the traders seemed to believe the free car parking had encouraged increased business in Fore Street.

The Chairman explained a suggestion to the Fore Street traders to facilitate a Business Forum of all traders/businesses in the town was received positively. Following discussion, the Chairman made the proposal, which was seconded by Councillor Mrs. J M Martin and it is **recommended**: this Council facilitates the setting up of a Business Forum in Torpoint, inviting all businesses/traders to attend virtual meetings held via Zoom (until the Government advice changes), meetings will be held quarterly, the Council will compile a Terms of Reference and will provide the secretariat for the Business Forum.

**Council**

The Chairman returned to the discussion about the free of charge parking offered at Tamar Street car park, highlighting that figures to fund the 1 hour free of charge parking for the months' November 2020 to March 2021 inclusive had been sought from Cornwall Council and previously circulated. The total charge for the 5 months is £868.50. The Chairman explained that Cornwall Council Community Chest grant funding could be applied for by Town Council to cover the expenditure of £868.50.

(At this point the Chairman, Councillor G J Davis acknowledged that he should declare a Non-Pecuniary Interest on the matter, as Cornwall Councillor and he was put in the Zoom waiting room (i.e. left the meeting)).

The Mayor Chaired the meeting at this point.

The Chairman (Town Mayor – Councillor Mrs. C E Goodman) made the proposal which was seconded by Councillor Mrs. J M Martin and it is **recommended** the Council submits an application to Cornwall Council for Community Chest funding to apply for the cost to provide 1 hour free of charge parking in Tamar Street car park from 1<sup>st</sup> November 2020 to 31<sup>st</sup> March 2021 at a cost of £868.50.

(Councillor G J Davis was re-admitted to the meeting and took up the role of Chairman.)

The Chairman highlighted the previous discussions and the Council's decision to make an Expression of Interest to apply to reduce the speed limit from 30MPH to 20MPH in Fore Street. The Chairman explained that Councils have been asked to prioritise any Expressions of Interest made to the CNA Highways Scheme as it is currently oversubscribed. Members considered the two scheme proposals and agreed the scheme to install speed reduction measures on Antony Road is the first priority. Councillor M G Spurling explained that the installation of an angled mirror at this location would aid pedestrians crossing the road – Clerk to update Highways Manager and Cornwall Council accordingly.

d) Vision project - Bringing colour to the town: -  
Pursuant to minute 39-20D&L (e) the Clerk explained that the project to introduce 'colour' and wooden planters in front of Harvey Street flats is progressing.

e) Vision project - Swimming Pool Feasibility Study – tender documentation: -  
Pursuant to minute 39-20D&L (f) the Chairman explained that due to the commercial sensitivity of this agenda item it will need to be discussed with the Press and Public excluded (Public Bodies (Admission to Meetings) Act 1960 1(2)). It was subsequently agreed to adjourn this agenda item to enable Members to thoroughly review the tender documentation. Members agreed to adjourn this agenda item to be considered at 7.00pm on Tuesday 6<sup>th</sup> October 2020, the meeting to be held via Zoom. Clerk to circulate and publish the agenda immediately following this meeting.

f) Dropped kerbs/Fore Street pavements update: -  
Pursuant to minute 39-20D&L (h) the Chairman explained there is no further update on this matter.

Council

Clerk

Clerk

#### **54-20D&L To consider the Council Business Risk Management**

a) Budget Monitoring – Finance Committee Responsibilities: -  
The Committee considered the August 2020 financial information (as circulated) and the items relevant to this Committee.

<p><b>55-20D&amp;L Items Referred to this Committee</b>  a) IT Strategy (from 2019) (Updated Project Initiation Document): -  Following hearing from Councillor K J Moon about the information within the Project Initiation Document IT Strategy it was agreed to defer a decision on this matter until the next meeting of this Committee, when budget setting for the next financial year will considered alongside all other projects overseen by this Committee.</p>	<p>Clerk</p>
<p><b>56-20D&amp;L Policies referred to this Committee</b>  a) Development Plan Strategy: -  The Chairman shared (on the screen) the first draft of the Development Plan Strategy, compiled in a different, more visual, format; several Members seemed enthusiastic about this new format and encouraged the Chairman and Clerk to pursue completion of the Development Plan Strategy in the format as shared.</p>	<p>Cllr Davis/ Clerk</p>
<p><b>57-20D&amp;L Localism</b>  a) Vision Projects.  i) Tamar River Links / Jetty Project: -  The Chairman explained that a confidential draft report on the Jetty Project has been shared to Cornwall Council by the contractor and it is hoped this will be publicly available in the not too distant future.  ii) Lower Fore Street Re-development / Charrette: -  The Chairman detailed a virtual meeting held between Cornwall Council, the Mayor, Chairman of the Development and Localism Committee (Deputy Mayor), himself and the Clerk to discuss the proposed virtual Charrette event. Conclusions were reached at the meeting which highlighted that due to COVID-19 restrictions small groups would not be able to safely meet and therefore the event is unfortunately being postponed again and another date will be considered in the New Year.</p> <p>The Chairman explained having been involved in a meeting, which it is hoped will have a successful outcome for the Lower Fore Street Redevelopment. The meeting had been arranged with representatives from Cornwall Council, including Louise Wood, Adam Birchall and the Community Link Officer, with Ian Cox and Tim Mulholland (Managing Director) from Treveth. The Mayor and Clerk were in attendance, with the Chairman of the Development and Localism Committee invited to attend also. Due to COVID-19 travel problems it was agreed the Treveth representatives would join the meeting virtually and when on site other technologies were utilised to share information. The Chairman explained that a decision is expected within a fortnight on whether the Treveth representatives would consider supporting and working with Cornwall Council and the Town Council on this project.</p> <p>b) Neighbourhood Plan: -  The Chairman explained the opportunity of working together with Treveth, could aid the development of the Neighbourhood Plan. Clerk will liaise with the contractor to agree the next steps.</p>	
<p><b>58-20D&amp;L Planning Applications: -</b>  None.</p>	

**59-20D&L Accounts for payment: -**

Contact Name	Invoice Number	Total	Tax Total	Net	Description
Torpoint Town Council Staff	Mileage claim amendment	3.60	0.00	3.60	Mileage claim correction to £0.45 per mile balance due
Greg Conner - Operations Manager TTC	Mileage Claim Amendment	24.20	0.00	24.20	Mileage claim correction to £0.45 per mile balance due
ITEC	Inv 343493	107.66	17.94	89.72	Print copies 19.08.20 - 24.09.20
Western Web Limited	inv 21984	779.54	129.92	649.62	HP Lap Top & Install TP Wifi & install
Spot On Supplies	inv 21502536	11.57	1.92	9.65	Clean & Clever Pink Pearl Lotion Soap
Anchorpoint Group Ltd t/a Safe Hygienic Workplace	inv 260035187	75.56	7.60	67.96	PPE
Cornwall Council - Garage	34190700166	29.02	4.84	24.18	Garage Rental 28.09.20 - 25.10.20 discounted as overcharge error

**60-20D&L Correspondence: -**

a) Litter Ranger: -

Councillor K J Moon provided Members with detail about a community project in Saltash whereby residents 'adopt' a street and then help to keep the street clean. Litter picking equipment is made available and the scheme fits in with the plastic free initiative. It is agreed for Councillor Moon to establish further information about how the scheme operates in Saltash and in the meantime the Clerk to contact a local resident who used social media to publicise the added benefits of 'litter picking', during the lockdown period.

b) Mobile Speed Activation Signs update/request for priority location: -

The Chairman explained Cornwall Council are now seeking the priority location for the mobile speed activation sign in Torpoint and after discussion it is agreed to select Trevol Road as the priority location, with Antony Road the second choice.

Clr Moon/  
Clerk

**61-20D&L Date of next VIRTUAL meeting**

Thursday 5<sup>th</sup> November 2020 (Committee budget setting for 2021/22 will be included on the agenda).

**62-20D&L Any Business that has been disclosed to the Chairman and members prior to the meeting.**

None.

Meeting was adjourned at 8.44pm \_\_\_\_\_ Chairman