



## TORPOINT TOWN COUNCIL

**MINUTES** of a **VIRTUAL** meeting of the Development and Localism Committee held **via Zoom** on Thursday 5<sup>th</sup> November 2020 at 7.00pm via the Zoom link:

<https://us02web.zoom.us/j/83173421556?pwd=V29aUExNeEU0R1RqOTV5b2tVRDN1dz09>

Meeting ID: **831 7342 1556**

Passcode: **555589**

**Virtually PRESENT:** - Councillor Miss R A Evans BEM (Deputy Town Mayor) (Chairman), Councillors Mrs. C E Goodman (Town Mayor), Miss R C Baker, G J Davis, Miss L J Hocking, L E Keise, Mrs. J M Martin, 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.

**ALSO Virtually PRESENT:** Councillor Mrs K Brownhill.

	<b>ACTION</b>
<p><b>64-20D&amp;L</b> The Chairman proposed that Standing Orders were suspended, this was seconded by Councillor Mrs. J M Martin and it is <b>resolved</b> that Standing Orders were suspended until 7.28pm.</p>	
<p><b>65-20D&amp;L PRESENTATION BY BURKE RICKHARDS Ltd.</b> contractor appointed to undertake the Swimming Pool Feasibility Study to be located in Torpoint, Cornwall. Steve Rickhards and Paul Mapstone were introduced and joined the meeting. Steve Rickhards summarised their many years of experience designing and working towards bringing swimming pool projects to fruition. Mr Rickhards explained the contractual support which would be sought from a Design Consultant to assist with the study. The assumptions were detailed and delivery examples were given. Covid / Lockdown was discussed and it is agreed that should there be a possible delay in the delivery of the feasibility study, by the agreed date, the delays would be highlighted and discussed well in advance of the deadline. Possible sites were briefly discussed, with key stakeholders and land owners already advised. Members posited several questions, these included whether CIL (Community Infrastructure Levy) funding could be accessed, plus a question relating to car parking / park and ride opportunities, which may be made available. Ways in which the swimming pool could be funded, along with running costs and possible ways to keep the running costs down were briefly discussed.</p> <p>The Chairman and Members thanked Mr Rickhards and Mr Mapstone for attending the inception meeting and they subsequently left the meeting.</p> <p>(Councillor Mrs. K Brownhill left the meeting at this point.)</p>	
<p><b>66-20D&amp;L Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor K J Moon.</p>	
<p><b>67-20D&amp;L Declarations of Interest relating to items on the Agenda</b> a) None.</p>	
<p><b>68-20D&amp;L Library Update: -</b></p>	

The Community Hub and Library Development Manager (CH&LDM) presented an informal update on the Library and Community Hub, as previously circulated:

- *Income generation* – a total of £277.26 was generated during the month of October 2020.
- *Digital Fun Palace* – the digital Fun Palace held on Saturday 3<sup>rd</sup> October was a great success. Six activities streamed live via Facebook, including story-time, rhyme-time, community art, belly-dancing and black-work, with thanks to all those involved.
- *ITV West Country visit* - as the Library and Community Hub has been at the forefront of operations during the pandemic, it was chosen by Cornwall Council Libraries to host the ITV West Country news team. Drecklys Café was opened for only the second time since lockdown and income of £46.02 was made. The report was broadcast last Thursday, it showcased the successes of the Library and Community Hub during COVID-19, with local residents praising the benefits of the service.
- *Citizens Advice Cornwall* – there is digital equipment which will be used to provide a virtual communications link between Citizens Advice and the local community. There is a slight delay and it is hoped the service will 'go live' week commencing Monday 16<sup>th</sup> November.
- *Overdue library fees/fines update* – as previously agreed by the Council, overdue fees will be re-instated from 1<sup>st</sup> January 2021, ensure effective communications of the message to all customers in advance of the re-instatement.
- *Dreckly's Café* – will be re-opened after Lockdown 2.0, on Friday 4<sup>th</sup> December.
- *Level 2 Food Hygiene Course* – in preparation for the reopening of Drecklys, ten level 2 food hygiene courses have been purchased. All staff will undertake the course and volunteers who have expressed an interest in helping out in the café, or baking cakes to sell in the café, will be invited to complete the course.
- *Torpoint and Rame Peninsula Lions* – Bob's Barn at the rear of the Library and Community Hub will be used as a grotto for Father Christmas, for future agreed dates.
- *Half-term Halloween activities* – various children's activities have been made available, also a Halloween treasure hunt, which has been very popular.
- *Home Library Service* – there has been local interest from possible volunteers, which will be followed up with the Home Library Service Coordinator.
- *Inclusion Matters* – the details on this have been circulated recently, looking at connecting with the project along with working with the Local Community Markets volunteering group.
- *Lockdown 2.0* – the services offer has changed, with the good news that the Library and Community Hub can remain open to provide access to IT and digital services and will keep the same opening hours. Access for childcare providers as per the Government guidance will be permitted. A click and collect service will be operated, and book deliveries to households will be encouraged.

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

#### **69-20D&L Minutes of the previous meeting**

It was **resolved** that the minutes of the Virtual Development and Localism Committee meetings held on Thursday 1<sup>st</sup> October 2020 and Tuesday 6<sup>th</sup> October 2020 were taken as read, confirmed and will be signed by the Chairman in due course.

#### **70-20D&L Matters arising from the minutes**

a) Devolution of a programme of assets/services: -

Pursuant to minute 53-20D&L (a) the Chairman invited Councillor G J Davis to present the information from the Parks working party group. The working party has met and toured the parks to agree the work to be undertaken by the Council staff, also the work which will be contracted. Councillor Davis explained the contractor will cut Borough Park Play Park, Cambridge Field and Rendel Park, with the Operations Team responsible for grounds maintenance at the area adjacent to the St. John Ambulance Hut, Bénodet Park, Chestnut Play Park, Library and Community Hut, Tennis Courts and Thanckes Park Play Park. The grass cutting regime is agreed to be:

- Fortnightly cut of all sites, from May to the end of September;
- From 1<sup>st</sup> October to end of April monthly cut.

Councillor Davis shared the Excel spreadsheet (see *Appendix 1*) and updated the planned capital and revenue expenditure accordingly.

#### *Vehicle – Plug in Hybrid Van*

Travelling between sites to transport mowing machinery using personal vehicles is unsustainable. Following extensive research, the preferred option would be an electric vehicle to support the reduction of omissions contributing to climate change. A Plug in Hybrid van provides a combination of power on the following basis: the petrol secondary motor assists the battery if required and allows the vehicle to switch to a petrol driven engine. Capital 2020 expenditure, plus Revenue costs for 2021/22 and 2022/23 shown in the budget.

#### *Insurance*

Capital 2020 plus revenue costs for 2021/22 (£550) and 2022/23 (£575), 2022/23 (£600). The Clerk explained further information for employee currently taking driving lessons, will be sought.

#### *Electric Charging Point*

Capital 2020 plus revenue costs for 2021/22 (£1,000) – accurate quotation is awaited.

#### *Ride on Mower*

Following extensive research into a mower of appropriate size for storage at hut at Bénodet, and transportation in a transit sized van, there were suitable ride-on mower options. The design needs to be robust enough to cut multiple parks and, in the future, could be used to cut all parks. Mower needs to be compact to fit through small gates and also cut close to park equipment. Grass cutting height can be adjusted, engine size and fuel tank capacity also to be considered. A comparison table was provided and it is copied here for information.

	<b>Engine</b>	<b>Warranty</b>	<b>Cutting option</b>	<b>Fuel Tank</b>	<b>LxWxH</b>	<b>Cutting width</b>	<b>Cost (excluding VAT)</b>
Castelg27inch Lawnking 66RDN	223cc	2 years	Bagged/ Mulch	3.8 litres	183cm x 70cm x 101cm	27 inch / 69cm	£1107.50
Mountfield 1538M	452cc	5 years	Side discharge/ Mulch	6 litres	173cm x 90cm x 106cm	38 inch / 98cm	£1250.00

Clerk

It is **recommended** to purchase the Mountfield 1538 ride on mower with 452cc engine, Francis Thomas Mobile Servicing Ltd. will match the on-line price, £1,250.00 (plus VAT).

*Service*

Annual servicing for the mower is included in the budget for 2021/22 and 2022/2023.

*Play Park Application*

Following research in suitable Parks Inspection applications, the Play Inspection Company have provided a quotation:

Licence fee to cover part year 01.11.20 to 31.03.21	£500 (plus VAT)
Remote training day via Microsoft Teams or Zoom	£250 (plus VAT)

The annual licence commencing 01.04.20 for 6 sites @ £150 each is £1,200 (plus VAT).

The Inspection company can provide Android Tablet Samsung Galaxy 8" Wi fi enabled, complete with robust cover and program set up at a cost of £225 (plus VAT), per tablet, total cost £450 (plus VAT).

**PARKS**

*Tennis Courts*

Tennis court fencing – estimate of £8,000. It is **recommended** a tender process to replace the tennis court fencing, with chain-link fencing, is undertaken. Nets and posts – an estimate of £645 is included.

Sweeper hire – estimate of £2,000, due to time needed for the courts clean and cost to replace sweeper brushes.

*Thanckes Park Play Park*

Moulded Spring Mobile – Camel (plus carriage fee of 5%) £1,278 (plus VAT) from Wicksteed

Installation of Moulded Spring Mobile Camel £246 (plus VAT)

2 x Picnic Bench, total estimate cost £1,200 (plus VAT)

*Borough Park Play Park*

Replace Basket swing (plus carriage fee of 5%) £3,035 (plus VAT) from Wicksteed

Installation of Basket swing £1,052 (plus VAT)

Replace See-Saw Glow Worm (+ carriage fee of 5%) (£1,595 (plus VAT) from Wicksteed

Installation of See-Saw Glow Worm £455 (plus VAT)

Safety Surface replacement *minimum* £750 (plus VAT)

1 x Picnic Bench, total estimate £600 (plus VAT)

*Chestnut Close Play Park*

Fencing section and installation – including posts and fixings (work to be undertaken by Operations Team) £240 (plus VAT)

1 x Picnic Bench, total estimate £600 (plus VAT)

*Cambridge Field*

Immediate changes will be to undertake grounds works to enable an access gate to be installed at the top corner of the park. Additionally, install an accessible gate at the current entrance. £2,000 (plus VAT) approximate expenditure. Members discussed this park being the "Signature Park" in the town, offering a multi-generational space. Councillor Davis explained that the report which was received from Wicksteed indicated a minimum of £70,000 is need to improve the Park. The working party members were of the opinion that a sum of £100,000 should be allocated for this Park, for 2021/22 and it is hoped that 50% of this figure would be sought from grant funding. Councillor Davis explained that due to the size and scale of the park's improvement project and the importance of ensuring the Council complies with the various requirements in design proposals, planning, project management of the installations, attracting grant funding and procurement regulations. Having researched the Government contracts finder website for other Councils who are undertaking similar park projects, a tender opportunity for a Sports, Play and Fitness Project in Berkeley was found. This project is very similar to the Cambridge Field project and it was suggested it may be worthwhile for this Council to follow a similar approach, engaging with a sports and play professional to ensure community engagement, enhance the opportunity for funding success whilst demonstrating value for money by project managing the delivery of the park installation at Cambridge Field. The Clerk made an enquiry to the Sports and Play Consulting professional who explained their fees are 7% of total net project costs. Councillor J Tivnan BEM supported the suggestion to engage a professional for the signature park and it is agreed to budget the projected net capital spend for 2021/22 to £110,000.

*Signage across all parks*

Estimate for all parks £1,500 (plus VAT).

Councillor David explained the communication plan for the devolution of the parks will initially be undertaken and led by Cornwall Council. Following the handover, the Operations Team will work with the Officers to run a weekly social media, showing 'before and after' photographs as improvement are made.

It is **recommended** that on completion of the handover of the devolution of the four play parks and tennis courts from Cornwall Council, this Council will, according to the costings in *Appendix 1*:

- i) Source and instruct the Contract Hire/Lease of a Plug in Hybrid Ford Custom Phev model Van, according to the Council's Best Value Statement. Ensure all appropriate employee insurances are in place.
- ii) Upon receipt of quotations and once permission from Cornwall Council is given, instruct the installation of an Electric charging point at Bénodet Park according to the Council's Best Value Statement. Additionally, apply for Government funding where appropriate for the installation of the charging point.
- iii) Purchase the ride-on mower as detailed.
- iv) Purchase the Play Inspection application, at a reduced cost until the end of this financial year and enter into an agreement to secure a fixed term annual renewal cost, for up to five years. Purchase two mobile tablets as detailed.
- v) Undertake a comprehensive tender process to replace the tennis court fencing, with chain-link fencing.
- vi) Purchase additional equipment as needed for the tennis courts improvements; hire a

**Council**



sweeper to improve the playing service, according to the Council's Best Value Statement.

- vii) Purchase and install a Moulded Spring Mobile Camel (from Wicksteed) as detailed and two picnic benches for Thanckes Park Play Park.
- viii) Purchase and install a replacement Basket Swing, replacement See-Saw Glow Worm, (from Wicksteed) , safety surfacing as required and one picnic bench at Borough Park Play Park.
- ix) Purchase and install fencing at the rear of the Park and one picnic bench at Chestnut Close Play Park.
- x) Once permission from Cornwall Council is given, remove materials/wall to install an accessible entrance in the opposite corner to the current entrance, in Cambridge Field. Also, upgrade the existing entrance to improve accessibility.
- xi) Purchase and install appropriate signs at all devolved sites, according to the Council's Best Value Statement.

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.

It is further **recommended** that a provision of funding is made to enable an investment of up to £110,000 in Cambridge Field in 2021/22. It is noted, that match funding will be sought, along with any funding to be drawn from allocated reserves.

b) Plastic Free: -

Pursuant to minute 53-20D&L (b) the Mayor having contacted Surfers against Sewage, following Covid-19 they are developing strategies to assist groups to continue to pursue Plastic Free status.

c) The re-opening of Fore Street: -

Pursuant to minute 53-20D&L (c) the Chairman explained a Fore Street traders meeting had been held on Monday 26<sup>th</sup> October, the traders are keen to pursue the Business Forum and it is hoped further progress will be made in early 2021. Following the discussions about 1-hour free car parking, the Community Chest Grant from the Cornwall Councillors East and West Wards has been approved today. The Clerk is liaising with Cornwall Council car parking team to update the signs at Tamar Street car park and will ensure social media is used to publicise this initiative once it is in place.

The Clerk drew attention to Town Centre Revitalisation Funding and explained information on this is expected from Cornwall Council very shortly, adding that should information be made available prior to the Council meeting, it will be circulated in advance for consideration. It is a fund to support centres and this Council could **consider** submitting an application to support the redevelopment of the Town Centre and Lower Fore Street.

d) Vision project - Bringing colour to the town: -

Pursuant to minute 53-20D&L (d) the Chairman explained that the project is nearly completed, minuting thanks to all those involved in the project.

e) Vision project - Swimming Pool Feasibility Study – appointment of contractor: -

Pursuant to minute 53-20D&L (e) the Chairman and Clerk explained that as the contract to

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undertake the Swimming Pool Feasibility Study had now been awarded, the information should be presented to the public and it is copied here.

Following in-depth consideration and for the following reasons:

- i) In-depth local knowledge having substantial experience in developing community leisure facilities studies;
- ii) Substantial experience in the planning and design of community sports and leisure buildings from small community led pools to major competition sporting venues;
- iii) Community and stakeholder consultation;
- iv) Advising on potential funding / operational needs of a project.
- v) The identification that recommendations for a funding strategy needs to be practical and realistic for the Council and its partners.
- vi) The identification to consult with key strategic partners and organisations, including Local Authority Sports Development Officers and Sport England;
- vii) Recognition of the socio-economic impact of a pool in Torpoint, whilst recognising that the town suffers high levels of deprivation in certain areas when measured against official indices;
- viii) The identification of the extent to which the pool could help to achieve community/corporate plan/sports and recreation strategy objectives;
- ix) The evaluation of Sport England Benchmark projects for capital expenditure, running costs and revenue opportunities;
- x) Acknowledgement and recognition of the current COVID-19 pandemic and the restrictions to traditional methods of consultation;
- xi) A tender submission which matches the scope of works and falls within the maximum budget identified for the project.

It was **resolved** that Burke Rickhards Architects Ltd. are formally awarded the tender contract to undertake a Swimming Pool Feasibility Study within the boundary of Torpoint, as per the Scope of Works for the price of £8,850 (plus VAT). Terms of payment are to be agreed when the contract is awarded. The scope of works will be revised to reflect a change of project schedule dates (as shown below) and the appointed contractor advised accordingly.

- |  |                  |
|--|------------------|
| 1. Consideration of tenders (Development & Localism Committee Meeting)   | October 2020     |
| 2. Contract award by Torpoint Town Council   | Mid October 2020 |
| 3. Inception Meeting   | End October 2020 |
| 4. Draft Report  | December 2020    |
| 5. Final Report  | mid-January 2021 |
| 6. Undertake publicity (to be agreed as a Communications plan, once the Report has been agreed by the Council) | Spring 2021      |

It was further **resolved** the Council commences early engagement with key stakeholders, with the expectation that they will support the work of this project. The tender quotations are detailed here:

September 2020 - All prices excluding VAT

<b>Company Name</b>	<b>Price</b>
Bailey Partnership	£ 7,975:00
Burke Rickhards Ltd	£ 8,850:00
GPJ Consulting Engineers	£ 9,602:00
S4W	£10,000:00
Strategic Leisure	£12,000;00

Members were invited to volunteer to join the working party group for the Swimming Pool Feasibility Study project and the Chairman/Deputy Mayor (Councillor Miss R A Evans BEM), the Mayor (Councillor Mrs. C E Goodman), plus Councillors Miss L J Hocking and J Tivnan BEM agreed to be part of the working party.

f) Dropped kerbs/Fore Street pavements update: -

Pursuant to minute 53-20D&L (f) the Chairman explained there had been a post on social media regarding the matter and the Mayor will be arranging to visit Mr Goodall, previous correspondent on the matter, in the future.

g) Litter Ranger: -

Pursuant to minute 60-20D&L (a) the Clerk has spoken to Mr G Carter and encouraged him to take up the Litter campaign on social media. Councillor K J Moon was unable to provide a further response as not in attendance. The Mayor highlighted that combining this with the National Spring Clean campaign in 2021 could be beneficial.

### **71-20D&L To consider the Council Business Risk Management**

a) Budget Monitoring – Finance Committee Responsibilities: -

The Committee considered the September 2020 financial information (as circulated) and the items relevant to this Committee.

b) To consider and review the budget for 2021/22 for this Committee (current budget had previously been circulated). To include consideration on the IT Strategy (from 2019) (Updated Project Initiation Document as previously circulated): -

Members discussed the current Covid-19 situation; Councillor Mrs. J M Martin (Chairman of Finance and Personnel Committee) highlighted that it is going to difficult to justify any additional revenue expenditure to residents under the current financial climate/pandemic. Acknowledging the planned investment in the parks' improvement, it is anticipated funding will be sought from allocated reserves and match funding. Members discussed the IT Strategy / Project Initiation Document and acknowledged that operational changes are needed, were cautious about adding £10,000 to the 2021/22 budget for this project. Consideration was given to allocating any funds following the completion of the swimming pool feasibility study and it is accepted that any allocation for this would be postponed until the 2022/23 budget. The Mayor explained that following submission of the funding application for the community All-weather pitch, this project may progress quickly, should the funding bid be successful.

Members agreed that any unspent 2020/21 revenue expenditure will be placed in allocated funds for similar projects in 2021/22.



<p><b>72-20D&amp;L Items Referred to this Committee</b> None.</p>																									
<p><b>73-20D&amp;L Policies referred to this Committee</b> a) Development Plan Strategy: - Councillor G J Davis is continuing to update the Development Plan Strategy.</p>	Cllr Davis																								
<p><b>74-20D&amp;L Localism</b> a) Vision Projects. i) Tamar River Links / Jetty Project: - Councillor G J Davis explained there is no further update on this project. ii) Lower Fore Street Re-development / Charrette: - Councillor G J Davis highlighted that a Summary update on the proposed Lower Fore Street Development had been received from Cornwall Council earlier the same day. Next steps: -</p> <ul style="list-style-type: none"> <li>➤ Local discussions continue regarding priorities for inclusion within bid for Development funding;</li> <li>➤ Continue to explore potential anchor partners for Lower Fore Street via Treveth;</li> <li>➤ Meet again with Torpoint Town Council representatives and Treveth before end of year to provide a further update.</li> </ul> <p>Councillor Davis continued that although proposals to hold a community planning event, or "Charrette" in 2020 were approved, due to the constraints which have been imposed to control the spread of Coronavirus, unfortunately this has been 'shelved' until 2021.</p> <p>b) Neighbourhood Plan: - Members of the Neighbourhood Plan steering group met to review the latest documentation.</p>																									
<p><b>75-20D&amp;L Planning Applications: -</b> None.</p>																									
<p><b>76-20D&amp;L Accounts for payment: -</b></p> <table border="1" data-bbox="126 1430 1373 1759"> <thead> <tr> <th>Contact Name</th> <th>Invoice Number</th> <th>Total</th> <th>Tax Total</th> <th>Net</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Waterwise</td> <td>Inv No 34159</td> <td>6.23</td> <td>1.04</td> <td>5.19</td> <td>Repair to Benodet Toilet</td> </tr> <tr> <td>B E White</td> <td>Inv No 059/20</td> <td>100.00</td> <td>0.00</td> <td>100.00</td> <td>Financial Consultancy - work in response to External Auditors queries</td> </tr> <tr> <td>B E White</td> <td>Inv No 058/20</td> <td>300.00</td> <td>0.00</td> <td>300.00</td> <td>Financial Consultancy works 6 mth interim checks.</td> </tr> </tbody> </table>	Contact Name	Invoice Number	Total	Tax Total	Net	Description	Waterwise	Inv No 34159	6.23	1.04	5.19	Repair to Benodet Toilet	B E White	Inv No 059/20	100.00	0.00	100.00	Financial Consultancy - work in response to External Auditors queries	B E White	Inv No 058/20	300.00	0.00	300.00	Financial Consultancy works 6 mth interim checks.	
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<p><b>77-20D&amp;L Correspondence: -</b> a) EU funding for keeping your High Streets and shopping areas safe – Cornwall Council: - The EU funding opportunity was discussed at the recent Traders meeting, currently no requests for additional measures for the safe re-opening of Fore Street have been made. b) Christmas Free Parking (date) – Cornwall Council: -</p>																									



<p>The proposed date was discussed at the recent Traders meeting and it is agreed that Saturday 19<sup>th</sup> December 2020 will be free parking for Christmas at all Cornwall Council car parks in the town.</p>	<p>Clerk</p>
<p><b>78-20D&amp;L Date of next VIRTUAL meeting</b> Thursday 3<sup>rd</sup> December 2020.</p>	
<p><b>79-20D&amp;L Any Business that has been disclosed to the Chairman and members prior to the meeting.</b></p> <ul style="list-style-type: none"> <li>➤ Councillor J Tivnan BEM explained that following the departure of former Councillor S J Corbidge MBE he would volunteer to undertake the liaison with the Torpoint Youth Partnership – this was agreed.</li> <li>➤ The Clerk explained the Council insurers are seeking suitable photos for their 2021 calendar. It is agreed for an invitation, via social media, to be posted inviting photograph entries, for possible submission to the Council insurers for inclusion in their 2021 calendar.</li> </ul> <p>Meeting closed at 9.00pm _____ Chairman</p>	<p>Clerk</p>