



## TORPOINT TOWN COUNCIL

**MINUTES** of a **VIRTUAL** meeting of the Development and Localism Committee held **via Zoom** on Thursday 4<sup>th</sup> February 2021 at 7.00pm via the Zoom link:

<https://us02web.zoom.us/j/89834533761?pwd=aTJkTkwyVBLc0Zub2NXV1dWTmluQT09>

Meeting ID: **898 3453 3761**

Passcode: **897680**

**Virtually PRESENT:** - Miss R A Evans BEM (Deputy Town Mayor) (Chairman), Councillors Mrs. C E Goodman (Town Mayor), 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 Development Manager in attendance.

**ALSO Virtually PRESENT:** Councillor C R Sawyer.

	ACTION
<p><b>95-20D&amp;L Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor Miss L J Hocking.</p>	
<p><b>96-20D&amp;L Declarations of Interest relating to items on the Agenda</b> a) None.</p>	
<p><b>97-20D&amp;L Community Hub and Library Update: -</b> The Community Hub and Library Development Manager (CH&amp;LDM) presented an informal update on the Community Hub and Library, as previously circulated, adding: -</p> <ul style="list-style-type: none"> <li>➤ <i>Home deliveries recommenced with Lockdown 3.0</i> – shortbread biscuits, donated by Proper Cornish and tea bags donated by The Cornish Tea and Coffee Company, will be included with book deliveries being made to customers – the CH&amp;LDM thanked the Support Officer for her assistance with this.</li> <li>➤ <i>Non-fiction 'Book Club'</i> – this is being set up and will be promoted by Facebook, it will include Bill Gates' reading recommendations, it is hoped to use Marcus Rashford to promote reading to the 11-16 year old age group.</li> </ul> <p>Councillor M G Spurling minuted thanks to the Library team for keeping in contact with customers, adding the telephone calls really identify that the team know their customers well. The Chairman commented and minuted thanks for developing the outreach support/relationship with Albion Court, which is benefiting elderly residents and providing a valuable lifeline for those in need. (The Community Hub and Library Development Manager left the meeting at this point.)</p>	
<p><b>98-20D&amp;L Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the Virtual Development and Localism Committee meeting held on Thursday 3<sup>rd</sup> December 2020 were taken as read, confirmed and will be signed by the Chairman in due course.</p>	
<p><b>99-20D&amp;L Matters arising from the minutes</b> a) Devolution of a programme of assets/services: - Pursuant to minute 85-20D&amp;L (a) and minute number 155-20 (c) of the January 2021 Council meeting: - i) Permission granted from Cornwall Council for proposed improvements: - The Clerk highlighted the proposals for sixteen improvements to upgrade the Play Parks/tennis courts sites and improve community use, whilst retaining the use as public open space have been granted by Cornwall Council. The Clerk continued Cornwall Council particularly welcome the</p>	

proposal for an electric charging point and hybrid maintenance vehicle.

ii) Information on proposed benches, parks equipment and signs: -

The research as previously circulated was considered; Members debated all the information and were unable to reach a consensus on the proposed benches, signs and equipment. It is agreed to arrange a meeting of the PARKS working party, where all the comments made at this meeting would be considered to agree the way forward.

iii) To consider the tennis court fencing quotations: -

The Clerk explained the summary of tennis court fencing quotations had been shared with the Chairman of the Finance and Personnel Committee (Councillor Mrs. J M Martin) prior to this meeting.

The Clerk noted a personal Declaration of Interest, a close relative is employed by one of the contractors.

The Clerk shared the information as presented below, with quotations received from proposed contractors referred to as A, B and C; additionally, four firms did not submit a tender.

Clerk

<b>Tender response</b>	<b>Spec #1</b>	<b>Spec #2</b>	<b>Spec #3</b>	<b>Notes</b>	<b>Net Cost</b>
Tender Received <b>Contractor A</b>	Confirmed	Confirmed	Confirmed	Professional sub-contractor to complete groundworks for installation 'V' Mesh panel fencing sourced from local supplier (Plymouth) height 1.8m - 3.0m powder coated green	£11,750.00
Tender Received <b>Contractor B</b>	Confirmed stated disposed of in skip - no cost details	No preparatory groundworks included - additional cost to TTC	Spoil will be spread on site or at TTC cost	'V' Mesh panel fencing 2.4m height powder coated green sourced from overseas Additional costs of £20 per hole for post installation if extra plant required Additional Day works at £31.50 per man hour	£7,988.25
Quotation received <b>Contractor C</b>	Quoted for fencing all sides of both tennis courts at a cost of £39,373.16. Additional costs to remove spoils - £200 Security fencing for site - £2,890.55 Overnight storage of materials on site - £844.55 Water supplies £728.15 Total with prompt payment discount £44,036.41 Additional cost of independent post installation inspection - £480			Gates are both disabled accessible 'V' Mesh panel fencing 2m height Some confusion over tender requirements. Company will be reissuing a revised tender in the next 3-5 days	£44,036.41

**Notes to accompany quotation comparison**

Tender for Tennis Court Fencing Responses

Spec 1 Removal of all existing tennis court fencing at 1, 3 & 4

Spec 2 Supply and installation of all fencing at 1, 2, 3, 4 and Gates at A & B

Spec 3 Disposal of all waste from site

Members were disappointed to receive only three responses to the invitation to tender and debated the differences between the quotations received from Contractor A, B and C. Following a question posited, the Clerk affirmed that invitations to tender had been made via a fair and competitive process. Additionally, it was noted that contractor A had exceeded the maximum budget as proposed in the tender, the Clerk explained the contractor who had provided the initial tennis court fencing quotation, on which the maximum budget had been set, had not replied to this tender offer and also could not be contacted. The differences between the fencing height as quoted by contractor A and contractor B is noted, as well as contractor B's additional costs, which are not included in the quotation. Members were mindful to allow the PARKS working party to re-consider this tender information at the next meeting, with the possibility that a *recommendation* will be put to Council. [The Clerk explained that sharing the information with the PARKS working party members will include full details for Contractors A, B and C.]

**Council**  
Clerk

b) Plastic Free: -

Pursuant to minute 85-20D&L (b) the Mayor explained evidence has now been uploaded to enable to work to progress Plastic Free status to continue. The Mayor detailed the five objectives, which include '1. Business, 2. Partners and 3. Events' highlighting the percentage completed for each of the five objectives. Further information and photographs are yet to be uploaded, however the Mayor reported being pleased with the progress to date.

c) The re-opening of Fore Street, including an update on Tamar Street car park: -

Pursuant to minute 85-20D&L (c) the Clerk explained that following Cornwall Council's announcement to cease charging car parking fees, due to lockdown 3.0, a charge of £325.00 (plus VAT) for hour free of charge at Tamar Street car park for 1<sup>st</sup> November 2020 to 15<sup>th</sup> January 2021 will be applied. The outstanding balance of Community Chest funding will be held on file for future 1 hour free of charge use at Tamar Street car park.

Clerk

The Clerk added the Reopening High Streets Safely Fund (RHSSF), created as a response to the reopening of non-essential shops in June 2020, was planned to end on 31<sup>st</sup> March 2021, however following the latest lockdown, an extension to 30<sup>th</sup> June 2021 is now expected. This Council is currently not anticipating submitting a funding application in this round, however, if needed this could be reconsidered.

d) Town Vitality Fund:-

Pursuant to minute 85-20D&L (c) and minute number 155-20 (d) of the January 2021 Council meeting, Cornwall Council's Town Renewal Officer had been pleased to confirm that the Torpoint application for £50,000 of Town Vitality Funding to progress a Strategic Outline Case for the land parcels identified at the southern end of the town was agreed by Cornwall Council's Strategic Director and Portfolio Holder at a meeting on 28<sup>th</sup> January 2021. The Clerk explained a 'next steps' meeting is being arranged with Cornwall Council Officers, with procurement support from Councillor G J Davis, who will also attend this meeting.

Clerk  
/Cllr Davis

e) Vision project - Swimming Pool Feasibility Study: -

Pursuant to minute 85-20D&L (e) the appointed contractor has forwarded information, as circulated, to keep the Council informed on progress. The Chairman agreed with the contractor comment that this is indeed a challenging time to prepare a Swimming Pool Feasibility Study and it is agreed to continue to progress this work in a timely manner. Members noted the information from the YMCA and delegated to the Clerk to request that Cornwall Council includes Torpoint in their emerging Leisure Strategy, currently being undertaken by Strategic Leisure.

Clerk

f) Litter Ranger: -

Pursuant to minute 85-20D&L (g) this item is deferred to the March 2021 meeting, where a project

Cllr Hocking/  
Cllr Moon

<p>statement will be shared. The Mayor was pleased to report that a local resident had been in contact who is keen to volunteer with litter picking and the organisation of any 'litter picks' being undertaken in the town in the future.</p>	
<p><b>100-20D&amp;L To consider the Council Business Risk Management</b> a) Budget Monitoring – Finance Committee Responsibilities: - The Committee considered the November 2020 and December 2020 financial information (as circulated) and the items relevant to this Committee.</p>	
<p><b>101-20D&amp;L Items Referred to this Committee</b> None.</p>	
<p><b>102-20D&amp;L Policies referred to this Committee</b> a) Development Plan Strategy: - Councillor G J Davis explained this continues to be work in progress, supported by the Clerk.</p>	<p>Cllr Davis/ Clerk</p>
<p><b>103-20D&amp;L Localism</b> a) Vision Projects. i) Tamar River Links / Jetty Project / Lower Fore Street Re-development: - Councillor G J Davis explained there are no further updates on the Tamar River Links / Jetty Project, with the study currently confidential and the property of Cornwall Council. b) Neighbourhood Plan: - Two meetings have been held, reviewing the policies from Section 5 and the Site Specific Policies from Section 6 of the draft Neighbourhood Plan. Councillor G J Davis drew Members' attention to the volume of work which has been undertaken by the consultants LRM Planning Ltd. Councillor Davis explained that having attended a meeting with the consultants and the Clerk, the original fee proposal, prepared in 2018, underestimated the amount of work actually needed to review all the documentation, reports and comments and compile into one report. The consultant highlighted [at the meeting] that in his opinion the amount of work needed beyond the existing scope of works amounted to approximately £7k of additional work. The consultant detailed that approximately 34 hours of work already undertaken would not be charged for, at a consultancy rate this amounts to £3,196.00 (excluding VAT). Councillor Davis continued that going forward it is estimated that a further four days of work is required to finish the current stage of the project. The consultants proposed fee will cover approximately 3 days of work and that on the basis that the scope of the project is not subject to further change, they can will cover any additional work over and above those days within the proposed budget. Additionally, following checking and due to an error the consultant has invoiced £1,550 against a budget of £1,150 for Purchase Order PO-0019. The consultant wishes to apologise for this calculation error and will absorb this cost. Therefore, the proposed fee uplift is reduced accordingly to £3,500 (plus VAT).</p> <p>The Clerk reminded Members about the additional grant funding expected from Cornwall Council on this project.</p> <p>Members debated the proposed significant uplift in consultancy fees, whilst balancing this against the professional expertise needed to complete the work on the draft Neighbourhood Development Plan and it is <b>recommended</b> to issue a purchase order to LRM Planning Ltd. for £3,500 (plus VAT) for additional works to be undertaken on the project.</p>	<p><b>Council</b></p>

**104-20D&L Planning Applications: -**

None.

**105-20D&L Accounts for payment: -**

Contact Name	Invoice Number	Total	Tax Total	Net	Description
Don Benson	Inv No 11	48.00	0.00	48.00	Clock winding 06, 13, 20, 27 Jan 2021 St James Church
ASG Security	Inv No 35382	92.40	15.40	77.00	Service call out to Emergency Lighting system in Plant room
Kernow Aerials	Invoice 21-032	102.00	17.00	85.00	Repairs to down-pipe on Co-op building re Bunting damage
Cornwall Council	Inv No 8100091029	390.00	65.00	325.00	Parking fees First Hour Free 1st Nov 2020 - 15th January 2021

**106-20D&L Correspondence: -**

a) The results from the Police and Crime Commissioner's recent annual survey are now available here: –

<https://www.devonandcornwall-pcc.gov.uk/news-and-blog/multimedia-hub/%E2%80%98invest-in-visible-policing-and-technology%E2%80%99-survey-participants-tell-police-and-crime-commissioner/>

Noted.

**107-20D&L Date of next VIRTUAL meeting**

Thursday 4<sup>th</sup> March 2021.

**108-20D&L Any Business that has been disclosed to the Chairman and members prior to the meeting.**

- Councillor J Tivnan BEM drew attention to the Poppy Garden which had recently been installed at the junction of Antony Road/Trevol Road, explaining that a memorial garden for HM The Queen's Platinum Jubilee in 2022 is being planned for Torpoint; additionally in the same year it will be 150 years as a Council, separated from Antony.
- The Clerk reported the information, as circulated from Cornwall Council, regarding Woodland Management Plans 2020/21, with the engagement and survey for the woodland management plans 2020/21 now open. Posters have gone up on sites and within local communities, with the survey closing on 22<sup>nd</sup> February. The Chairman had seen that this information had been circulated via social media the same day [Councillor Miss L J Hocking]. The Clerk highlighted correspondence, on the same, circulated from Councillor Miss L J Hocking with concerns about the recent work carried out at Borough Park Hill top plantation, fearful that it will be left in a mess. Councillor Hocking explained that the use of vehicles on a footpath, had churned it up to almost an unusable state. Adding that in her opinion the work carried out was detrimental to insects and, rather than chop down trees, would like to see the salvage of young saplings to replant elsewhere as a means of thinning out the vegetation. Furthermore, Councillor Hocking hopes that if this is a county wide initiative, then experienced contractors with a good reputation will be used.

- Information from The CALC (Cornwall Association of Local Councils) regarding Lateral Flow Tests for Covid-19 is noted.
- The Clerk highlighted recent email correspondence from a resident regarding car parking at Arthur Terrace and the possibility of the coronavirus spreading, it is highlighted that unfortunately this is not an issue which the Town Council can solve.
- The Clerk highlighted receipt of email correspondence from Mr D Allan, with information on verge cutting.
- PA20/09129 - Western National Ltd, Trevol Road, Torpoint. Correspondence received from Cornwall Council and previously circulated, explained that the plans have been revised to remove the proposed to chemical store and the compressor room and are now proposed to be for storage only. With this in mind, the proposal relates to an extension to an existing vehicle maintenance unit and it is not therefore considered reasonable to request the information on noise and odour [as suggested by the Town Council]. The existing workshop is not within the remit of the current application. [The revised plans have been saved and are available to view online.] The Planning Officer highlights the application therefore proposes a subservient extension to an existing workshop which is considered to have an acceptable impact upon the building, the character of the area and, given the existing use, the amenities of nearby properties. The road boundary treatments are also considered to be acceptable and with this in mind, Officers are minded to approve this scheme. Following discussion, the Council consider the option as set out within the Protocol for Local Councils, to agree with the Planning Officer's recommendation to approve the scheme.
- Councillor Miss R C Baker recorded have received very positive comments from residents' who had attended a Covid vaccination clinic, which was well organised by The Rame Group Practice and held at the Council Chambers. This prompted the Chairman to highlight the likelihood of further vaccination clinics, with two further dates planned for the following week and volunteers sought for these two dates.
- Following concerns from the Carbeile Junior School Head Teacher, Councillor C R Still explained, having recently corresponded with the local Police regarding the lack of a school crossing patrol on Trevol Road and Antony Road. Councillor Still reported that Teaching Assistant employees from Carbeile Junior School are assisting the children crossing, however, this is unsustainable. It is understood that a local survey has been conducted at the site and there is insufficient traffic [at school times] to warrant a school crossing patrol at these sites. Councillor Davis has also been involved along with these concerns, along with the Mayor. Councillor Mrs. J M Martin explained the Police had uploaded a social media on this issue earlier the same day and Members agreed to share the social media post.

Clerk

Clerk

Meeting closed at 8.43pm \_\_\_\_\_ Chairman