



TORPOINT TOWN COUNCIL

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

<https://us02web.zoom.us/j/86562360645?pwd=TDhENWRUY1d3ZVUwVXk1L212TksvUT09>

Meeting ID: **865 6236 0645**

Passcode: 357838

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, C R Sawyer, M G Spurling (late arrival), C R Still, J Tivnan BEM plus the Town Clerk & RFO (Clerk).

	ACTION
<p>109-20D&L Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss L J Hocking and the Community Hub and Library Development Manager.</p>	
<p>110-20D&L Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Miss R A Evans BEM (Deputy Mayor) – (Agenda Item 13.a. Freedom of Information Request – Street Markets/Licencing, Devolved Parks, Town Vitality Funding as being a member of the Local Community Markets. b) An NRI (Non-Registerable Interest) was declared by: - Mrs. J M Martin – (Agenda Item 13.a. Freedom of Information Request – Street Markets/Licencing, Devolved Parks, Town Vitality Funding as being a member of the Local Community Markets.</p>	
<p>111-20D&L Community Hub and Library Update: - The Clerk presented the report on behalf of the Community Hub and Library Development Manager, as previously circulated, adding: -</p> <ul style="list-style-type: none"> ➤ <i>Head of Service Partners update</i> – report from the Head of Library and Information Services - Cornwall Council, as circulated, provides a comprehensive operational update of the service and endeavors to successfully continue the partnership arrangement. ➤ <i>Pollenize</i> – the Head of Library and Information Services has been in contact about Pollenize, a bee conservation group, who are currently doing some work in Plymouth and would like to now spread their projects through Cornwall. A SE Cornwall pilot is planned, focusing on Torpoint, Saltash and Liskeard, this is a great opportunity for local communities to get involved in this really important issue. 	
<p>112-20D&L Minutes of the previous meeting It was resolved that the minutes of the Virtual Development and Localism Committee meeting held on Thursday 4th February 2021 were taken as read, confirmed and will be signed by the Chairman in due course, with an amendment to the bottom of Page 3 – the letter (g) replaced with (f).</p>	Clerk
<p>113-20D&L Matters arising from the minutes a) Devolution of a programme of assets/services: - Pursuant to minute 99-20D&L (a) i) Benches, parks equipment & signs, vehicle/charging point/ride-on lawnmower; tennis court fencing: -</p>	

The Clerk summarised the updated timeline for the programme of activities, as circulated, for the devolved parks and tennis courts. The benches are now ordered, from Sustainable Furniture (UK) Ltd. (<https://www.sustainable-furniture.co.uk/>) and are manufactured from UK grown timber and are tanalised to prolong the life of the timber – four picnic benches and two disabled access picnic benches – total cost £4,265.00 (plus VAT). The park signs will be wooden and will be designed, materials ordered, hand-made and installed by the Operations Team. On Wednesday 3rd March, several PARKS working party Members and Officers, including the recently recruited Operations Manager, met with the Wicksteed representative, further information is awaited following the site visit. The electric charging point is now installed; delivery of the ride-on lawnmower is booked for week commencing 8th March, with delivery of the lease vehicle anticipated within the next two weeks, all correct commercial vehicle insurances are being put in place. The tennis court fencing tender has been awarded, with work being scheduled by the contractor. The livery for the vehicle was shared on screen, with Members pleased with the progress being made at the devolved sites. (Councillor M J Spurling joined the meeting at this point.)

ii) Four Play Park and Tennis Court Annual Inspection Reports: -

The Chairman explained the Clerk will consider the reports with the Operations Manager; Councillor J Tivnan BEM reminded Members the Operations Team are now using the Play Inspection application for routine inspections and the park inspection data should be transferrable across the applications.

b) Plastic Free: -

Pursuant to minute 85-20D&L (b) the Mayor detailed the excellent progress being made with the Plastic Free Community accreditation. Following a proposal put by the Mayor (Councillor Mrs. C E Goodman) which was seconded by Councillor Mrs. J M Martin, it is **recommended** Torpoint Town Council pledges: -

1. This Council agrees to put a member of the Council on the Plastic Free Steering Group;
2. This Council agrees to support all Plastic Free Communities initiatives in its area;
3. This Council pledges to act by example and remove single-use plastic items from its premises and operations.

The Mayor explained the events objective is now complete and all fifteen community allies have been written to enlisting their support. The community allies have been asked to sign the Plastic Free Community Allies Pledge, introducing measures to reduce single use plastic, one community ally has already responded. Once five businesses have agreed to support this initiative and a second steering group meeting held, Plastic Free Community accreditation can be sought. The Chairman thanked the Mayor for all the hard work undertaken on seeking Plastic Free Community accreditation. Following a question posited by Councillor J Tivnan BEM about the forthcoming Red Nose Day, it was established that the red noses created for Red Nose Day 2021 will be plastic-free.

c) The re-opening of Fore Street: -

Pursuant to minute 99-20D&L (c) the Clerk referred to the correspondence, as circulated, from Cornwall Council regarding the Reopening High Streets Safely Fund (RHSSF), which has been extended to 30th June 2021, highlighting this council is currently not planning to submit a funding application in this round.

d) Town Vitality Fund:-

Pursuant to minute 99-20D&L (d) having now confirmed the application for £50,000 of Town Vitality Funding has been successful, the 'next steps' meeting has been held and the Clerk is now

Council

liaising with Cornwall Council to draft a Memorandum of Understanding, which will need to be agreed between the council and Cornwall Council. The Clerk explained there has been some publicity about the funding and more will be published in due course.

e) Vision project - Swimming Pool Feasibility Study: -

Pursuant to minute 99-20D&L (e) Members considered the forwarded information, as circulated and again agreed with the contractor comment that this is indeed a challenging time to prepare a Swimming Pool Feasibility Study. The Chairman highlighted that discussions had started with Cornwall Council's Facilities Manager. Councillor C R Still drew attention to the proposed site and expressed concern that perhaps the contractor was not aware of other projects which are being considered in the same area. (Clerk to confirm contractor is advised accordingly.) The Mayor noted: -

- It is great news that Torpoint Community College and the YMCA are in support of the proposed site location;
- The YMCA has had past experience at Honicknowle of running a swimming pool at a school site;
- Referencing the comment from Councillor C R Still comment about the proposed location – the proposed site offers the opportunity of being a 'sports hub', and considers there to be enough space available for a both sports projects (proposed MUGA and proposed swimming pool);
- In July 2019 an in depth consultation was undertaken about football facilities, in the findings the proposed location was suggested to be a community sports hub;
- Having visited the South Molton swimming pool when it first opened, a minimum 25m pool would be the preferred option;
- Making reference to the Local Government (Miscellaneous Provisions) Act 1976 Section 19 (1) - *A local authority may provide, inside or outside its area, such recreational facilities as it thinks fit.*

Further debate ensued, Councillor K J Moon re-iterated the correspondence shared by Councillor Miss L J Hocking volunteering to support with fundraising and members were reminded by Councillor G J Davis that this is a Feasibility Study and the results of the study will remain confidential, until this council, or indeed the new council (May 2021) agrees to publish the results of the study. Clerk to liaise with the appointed contractor to agree the deadline for the interim report.

f) Litter Ranger: -

Pursuant to minute 99-20D&L (g) the Chairman invited Councillor K J Moon to present the project statement about the proposed Torpoint Environmental Action (TEA) initiative, as circulated. Councillor Moon invited questions, suggesting the project could either be commenced immediately, with an Officer temporarily running the project or alternatively, agree the project now, with implementation of the project starting after May 2021, once the new council is appointed. Members gave their support for the project and following discussion it is **recommended** the Torpoint Environmental Action (TEA) initiative is implemented. It will include a council brand of all environmental issues, bringing together the Plastic Free initiative, Litter Rangers, Trees for life and remembrance, as well as planting projects, with an initial cost of £593.59 (inc VAT) to purchase litter picking materials and for the initiative to be launched after May 2021.

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<p>114-20D&L To consider the Council Business Risk Management a) Budget Monitoring – Finance Committee Responsibilities: - The Committee considered the January 2021 financial information (as circulated) and the items relevant to this Committee, including the reserves budget for the Neighbourhood Development Plan.</p>																																					
<p>115-20D&L Items Referred to this Committee None.</p>																																					
<p>116-20D&L Policies referred to this Committee a) Development Plan Strategy: - Councillor G J Davis explained there is one final piece of work needed in order to complete the strategy.</p>	<p>Cllr Davis/ Clerk</p>																																				
<p>117-20D&L Localism 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. b) Neighbourhood Plan: - Councillor G J Davis explained the purchase order has now been placed with the consultants for the additional work. A full draft version is expected from the consultants by Thursday 18th March, after which a steering group meeting will be called to review the draft document. The Clerk added a meeting with the consultant has taken place to progress the Heritage Statement.</p>																																					
<p>118-20D&L Planning Applications: - None.</p>																																					
<p>119-20D&L Town Council website: - The website is now updated, Members gave positive feedback about improvements. Some additional changes will be made, at a cost of £75.00 (plus VAT) and will including the previous Mayor’s roll of honour, along with previous Civic award recipients. Additionally, reports/documents for council meetings can also be uploaded for the public to view.</p>	<p>Clerk</p>																																				
<p>120-20D&L Accounts for payment: -</p> <table border="1" data-bbox="126 1430 1373 1938"> <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>Phil Crews Plumbing & Heating Services</td> <td>Inv no SI-2279</td> <td>240.00</td> <td>40.00</td> <td>200.00</td> <td>Commercial Gas Safety Certificate on Council Chambers Kitchen Equipment</td> </tr> <tr> <td>Western Web Limited</td> <td>Inv no 22281</td> <td>702.00</td> <td>117.00</td> <td>585.00</td> <td>Modernise TTC website & upgrade website for WCAG2.1 AA requirements</td> </tr> <tr> <td>Cornwall ALC Limited</td> <td>Inv no -2021-416</td> <td>36.00</td> <td>6.00</td> <td>30.00</td> <td>Virtual Training sessions Finance Julie Martin 04.03.21</td> </tr> <tr> <td>Don Benson</td> <td>Inv No 12</td> <td>48.00</td> <td>0.00</td> <td>48.00</td> <td>Clock winding 03, 10, 17, 24.02.2021 St James Church</td> </tr> <tr> <td>Cornwall Council - Bus Rate Chambers</td> <td>802850097</td> <td>451.36</td> <td>0.00</td> <td>451.36</td> <td>Bus Rates Room 7 31.08.20 -31.03.21</td> </tr> </tbody> </table>	Contact Name	Invoice Number	Total	Tax Total	Net	Description	Phil Crews Plumbing & Heating Services	Inv no SI-2279	240.00	40.00	200.00	Commercial Gas Safety Certificate on Council Chambers Kitchen Equipment	Western Web Limited	Inv no 22281	702.00	117.00	585.00	Modernise TTC website & upgrade website for WCAG2.1 AA requirements	Cornwall ALC Limited	Inv no -2021-416	36.00	6.00	30.00	Virtual Training sessions Finance Julie Martin 04.03.21	Don Benson	Inv No 12	48.00	0.00	48.00	Clock winding 03, 10, 17, 24.02.2021 St James Church	Cornwall Council - Bus Rate Chambers	802850097	451.36	0.00	451.36	Bus Rates Room 7 31.08.20 -31.03.21	
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Cornwall Council - Bus Rate Chambers	802311466	5392.50	0.00	5392.50	Chambers Bus Rates Under charge for period 01.04.2017- 31.03.21	
The Play Inspection Company	Inv no 45748	468.00	78.00	390.00	play parks Annual inspection x 6 parks	
<p>121-20D&L Correspondence: -</p> <p>a) Freedom of Information Request - Street Markets/Licencing, Devolved Parks, Town Vitality Funding – Mr Clinton Cooper: - The Clerk has advised the Local Community Markets that information provided to the council in the summer of 2020 will be shared with the correspondent, with a response under the Freedom of Information Act being made within the required 20 working day period. Councillor J Tivnan BEM requested a copy of the response is circulated to Members.</p> <p>b) Climate Emergency Development Plan Document (DPD) Pre-Submission draft Consultation under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 – Cornwall Council: - Noted.</p>						Clerk
<p>122-20D&L Date of next VIRTUAL meeting Thursday 1st April 2021.</p>						
<p>123-20D&L Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <ul style="list-style-type: none"> ➤ The Chairman indicated the updated Community Network Area (CNA) Highways schemes information has been circulated. ➤ The Chairman explained a request for assistance with the completion of a short survey looking at sustainability in Cornwall, conducted by the University of Exeter and being supported by CALC (Cornwall Association of Local Councils) will be completed by the Clerk on behalf of the council. ➤ The Clerk was delighted to advise the printed Covid-19/community leaflet had been received and therefore delivery will start week commencing Monday 8th March, as scheduled. 						Clerk
Meeting closed at 7.56pm _____ Chairman						