



Town Team Advisory Group/Project Board Meeting

Via Zoom

Wednesday 14th April 2021 6.00pm

Virtual meeting, join Zoom

<https://us02web.zoom.us/j/88535462711?pwd=OExzeG1SZldWQjd3MG9JemtFRktOZz09>

Meeting ID: **885 3546 2711**

Passcode: **730180**

Present:

Les Allen	Consultant
Adam Birchall	Cornwall Council – Head of Sustainable Development
Jules Cook	Torpoint Post Office and Shop
Councillor Gary Davis	Cornwall Councillor Torpoint East
Councillor Ms. Rachel Evans BEM	Deputy Mayor & Chair Development and Localism Committee
Councillor Mrs. Chris Goodman	Town Mayor – Torpoint Town Council (Chairman)
Alasdair Keir	Resilience Communications
Mrs. Julie Martin	Local Community Markets
Councillor Chris Sawyer	Torpoint Town Council
Councillor Marlon Spurling	Torpoint Town Council
Councillor John Tivnan BEM	Torpoint Town Council
Milly Southworth	Town Clerk & RFO

		ACTION
09. TTAG	<p>Welcome and Introductions</p> <p>The Town Mayor (Councillor Mrs. Chris Goodman) welcomed everyone and introductions were made.</p>	
010. TTAG	<p>Apologies for absence</p> <p>Apologies for absence were received from: -</p> <p>Mrs Kim Brownhill – Torpoint Town Partnership.</p> <p>Councillor John Crago – Cornwall Councillor Torpoint West.</p> <p>Catherine Thomson - Community Link Officer – Cornwall Council.</p> <p>William Trinick – Antony Estate.</p> <p>Rob White - Deputy Chairman – Neighbourhood Plan Steering Group.</p>	

011. TTAG	<p>Summary of the 'Torpoint Lower Fore Street Development Strategic Outline Case' - Les Allen</p> <p>The Charman invited Les Allen to present a Powerpoint presentation, giving more detail on the following: Background, context, eligibility, as well as a detailed explanation of what Town Centre Revitalisation Funding can be used for. Also the planned timeline to deliver the Strategic Outline Case, with a suggested approach for the £50,000 awarded to be funded as follows: -</p> <ul style="list-style-type: none"> i) £5,000 sundries ii) £15,000 L & L Diverse Solutions Ltd. (via either Direct Award or Supplier Route) iii) £15,000 Feasibility Study iv) £15,000 Transport Strategy. <p>Having provided more detail about the proposed allocation of funding, the consultant detailed the HM Treasury Green Book, explaining the: -</p> <ul style="list-style-type: none"> ➤ Strategic Outline Case – the purpose and preparation of; ➤ Outline Business Case; ➤ Full Business Case. <p>Following a question posited about how an individual member of this group should represent a wider body of the persons they represent, discussion about membership of the group ensued. Current membership is clarified as: two Cornwall Councillors, two Town Councillors (which would include a representative from the Neighbourhood Development Plan), a representative from the Torpoint Town Partnership (voluntary sector), Antony Estate (landowner), plus two representatives from local businesses. Additionally, Cornwall Council would be represented by the Community Link Officer, Service Director of Planning & Development and the Head of Sustainable Development.</p> <p>Councillor G J Davis explained the original Terms of Reference had been agreed by the Council in January 2021, prior to the funding being awarded. Now the funding is awarded it is essential the Terms of Reference are correct and therefore a revision will be needed. Having considered the consultants presentation, along with the tight timescales, the current governance structure of the TTAG/PB could cause significant delays to agree next steps in the project. Councillor Davis explained the Town Council should be asked to delegate authority to the Clerk & RFO, with the TTTAG/PJ to approve the decision making and subsequently report back to the Town Council via the Development and Localism Committee.</p> <p>Having identified the Tamar Bridge and Torpoint Ferry Joint Committee as a key stakeholder, Adam Birchall agreed to establish a means for the organisation to be represented on the group.</p>	<p>Cllr Evans/ Cllr Davis/ Clerk</p> <p>Adam Birchall</p>
012. TTAG	<p>Review revised Terms of Reference (to be approved by Torpoint Town Council) (as circulated)</p>	

	The revised Terms of Reference are agreed in principle, with any amendments needed are per the revised governance structure.	Clerk/ Town Council
013. TTAG	<p>Review Memorandum of Understanding (to be approved by Torpoint Town Council) (as circulated)</p> <p>The Memorandum of Understanding is agreed in principle, with the confidentiality of the TTAG/PB re-iterated. Following a question posited the consultant clarified the process for expending the grant funding, explaining a draft scope for each area will be compiled with existing procurement routes utilised for each area of work. The consultant agreed to provide a breakdown of planned expenditure at the next meeting. Adam Birchall clarified funds expended on the project will follow the governance structure guidelines.</p>	<p>Clerk/ Town Council</p> <p>Les Allen</p>
014. TTAG	<p>Agree next steps</p> <ul style="list-style-type: none"> ➤ It is agreed that local businesses are approached, via the Traders Meeting and invited to participate in the Town Team Advisory Group/Project Board (TTAG/PB) whilst endeavouring to ensure representation of a wider body of businesses. ➤ Update the Town Council at the April meeting, seeking approval at the next meeting of the Finance and Personnel Committee (inviting all Council Members to attend) to delegate authority to the Clerk & RFO, with the TTAG/PJ to approve the decision making, on Tuesday 4th May 2021. ➤ Publicity – agree to publish an update on the project after the Town Council has met at the Finance and Personnel Committee meeting. 	<p>Clerk/ Cllr Evans/ Cllr Davis</p> <p>Clerk</p> <p>Clerk</p>
015. TTAG	<p>AOB</p> <p>Members were asked to advise the Clerk whether willing to return to actual meetings, instead of virtual meetings, after 17th May.</p>	All
016. TTAG	<p>Date of next meeting:</p> <p>It is likely to be a physical meeting, with the possibility of virtual dial in, should Government guidance permit, in the Committee Room at the Council Chambers on Tuesday 25th May at 6.00pm.</p>	

The meeting closed at 7.04pm.