

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Forward Planning Committee held on Thursday 6th June 2013 at 7.15pm in the Mayors Parlour, 1-3, Buller Road, Torpoint.

PRESENT: - Councillor M N Pearn MBE (Town Mayor), Councillors E H Andrews, G J Davis, L E Keise, Mrs J M Martin and J Tivnan plus the Town Clerk.

Also present: - Councillors M J Crago, J F Creek, B Hobbs, Mrs R A Southworth and Mrs C I A Trueman (For agenda item 3 – minute 16-13FP).

14- 13FP. Apologies for absence

Apologies for absence were submitted by Councillor Mrs C A Jackson.

15- 13FP. To elect a Chairman for the 2013-14 Civic Year

The Town Mayor called for nominations for the office of Chairman for the civic year 2013-14. Councillor E H Andrews was proposed by Councillor L E Keise and seconded by Councillor Mrs J M Martin. There being no other nominations the motion was put and Councillor E H Andrews was elected to serve as Chairman for the civic year 2013/14

16- 13FP. To co-opt 4 Council members for Torpoint West Ward

The Chairman introduced this item and reminded the meeting that all members present are entitled to participate and vote (Council resolution in minute 19-13). The Clerk reported that 5 applications had been received and details had been circulated to members. Members voted by secret ballot and the votes cast were as follows:-

Christine Goodman – 11 votes

Jessica Kinsman – 10 votes

Kim Brownhill – 9 votes

Peter Edwards – 9 votes

Chris Duguid – 3 votes

It was therefore **resolved** that Christine Goodman, Jessica Kinsman, Kim Brownhill and Peter Edwards are duly co-opted to serve on Torpoint Town Council (West Ward).

(All non-members of the Forward Planning Committee left the meeting at this point).

17- 13FP. To elect a Vice Chairman for the 2013-14 Civic Year

The Chairman called for nomination for the office of Vice Chairman for the civic year 2013/14. Councillor L E Keise was proposed by the Town Mayor (Councillor M N Pearn) and seconded by Councillor Mrs J M Martin. There being no other nominations the motion was put and Councillor L E Keise was elected to serve as Vice Chairman of the Forward Planning Committee for the civic year 2013/14.

18- 13FP. Declarations of interest relating to items on the Agenda

Non Pecuniary Interests were declared by:-

Councillor E H Andrews – Agenda item 14(a) – Planning application as a member of the Mosquito Sailing Club.

19- 13FP. Minutes of the Previous Meeting

The minutes of the meeting held on Thursday 4th April 2013 were taken as read, confirmed and signed by the Chairman.

20- 13FP. Matters arising from the minutes

a) First Bus:-

Pursuant to minute 04-13FP (a) the Clerk would contact the Town Administrator to confirm the date and time of the visit from the General Manager of First Bus. The Administrator would circulate members with the details.

b) CCTV:-

Pursuant to minute 04-13FP (c) it was reported that the CCTV cameras were now operating and recording in Benodet/Skateboard Parks. The Clerk informed the meeting that there was spare capacity on the system for another camera and suggested that it is located in a position to offer surveillance of the toilet and entrance area to Benodet Park. The Committee supported the proposal and further information including costs would be pursued by the Town Administrator.

c) Consultancy Reports:-

Pursuant to minute 04-13FP (d) the Chairman reported on previous regeneration reports and that the contents were still being considered.

d) Localism:-

Pursuant to minute 04-13FP (e) the Clerk reported the toilets were temporarily closed again as a result of vandalism to the toilet doors. The Clerk further informed members that Cornwall Council has been contacted to repair the door and with a further suggestion that a door with iron bars is fitted to deter vandals. The Clerk is awaiting a meeting with an Officer from Cornwall Council to sign off the snagging list. It was further suggested that signs are put on the doors that the toilets are locked due to vandalism.

e) Heating System:-

Pursuant to minute 04-13FP (g) it was reported that the Town Administrator would be asked to review the situation and contact an environment company that specialises in energy saving measures.

f) Policing in Torpoint:-

Pursuant to minute 10-13FP (a) the Clerk reported receipt of a letter from the Police Force Estates Officer offering to meet informally to establish communications. This letter had been presented to the Finance and General Purposes Committee when it was resolved that the Mayor, Deputy Mayor and the two Committee Chairmen should meet with the Officer along with the Town Clerk. Councillor J Tivnan also asked to be involved as the Council Police Liaison Officer. Members considered and **resolved** that the resolution from the Finance and General Purposes Committee should be implemented at the initial meeting with the added **recommendation** that consideration be given for the involvement of Councillor Tivnan at possibly any subsequent meeting.

21- 13FP. Policies applicable to this Committee

None.

22- 13FP. Items referred to this Committee

None.

23- 13FP. Health & Safety

The Clerk drew attention to issues with the Kitchen and detailed the current proposals on cleaning processes to conform to any health and safety matters. The Clerk confirmed that the Town

Administrator had been consulting with a local provider of cleaning chemicals to put in place a robust cleaning regime with the possible involvement of an external contractor to undertake a deep clean. Councillor J Tivnan volunteered some useful advice and offered to provide information on kitchen cleaning regimes. The Clerk would advise the Town Administrator to contact and discuss matters with Councillor Tivnan with a view to incorporating a robust cleaning and maintenance programme. The Mayor raised issued possible issues following the regular visit by the Blood Donors. Councillor Tivnan advised on the protocols involved and stressed that it was the responsibility of this group to clean the building after use especially as this organised had trained personnel to undertake the work.

24- 13FP. Town Council Development Plan

The Committee reviewed the revised development plan for the years 2013-16. Following discussion of the projects and costs, it is **recommended** that the revised proposed development plan and strategy as attached to these minutes are adopted by Council. It is further recommended that the two benches to be replaced as part of the recurring programme should be at the Library.

25- 13FP. Council Chambers

The Town Mayor drew attention to the problem with the current heating system within the main hall claiming it is inefficient and noisy. It was confirmed that quotations had been received to replace the current system in the hall and these had varied in cost by over £10,000. It was further noted that the Town Administrator was pursuing this matter and the Clerk would ascertain the latest position. The Clerk also drew attention to a boiler and heating system maintenance contract with British Gas. The top service contract is available at a cost of £809.60 plus VAT per annum. The Clerk drew attention to some of the recent maintenance costs for the boiler following which members **recommend** that the Council enter the contract subject to any "small print" items being resolved. The Town Mayor also drew attention to such items as wasted water with the tardiness of the taps in closing off the supply following use. The Mayor also suggested that light sensors are fitted into the toilet areas to reduce electricity use in the building.

26- 13FP. Correspondence

None.

27- 13FP. Planning Applications

a) PA13/03298 – Torpoint Mosquito Sailing Club, Marine Drive, Torpoint – Extension to existing boat/equipment storage facilities.

No objections or observations.

(Councillor E H Andrews declared a non-pecuniary interest as a member of this organisation and left the room during this item. Councillor L E Keise took the chair in Councillor Andrews's absence).

- Councillor Mrs J M Martin asked if any reply had been received from the Planning Officer on the issues at Greenview in St James Road. The Clerk confirmed that no reply had been received. It was also confirmed that there was no further information on progress of the planning application between Carbeile and Maker Roads.
- Councillor Mrs Martin also drew attention to the planning application at the Gardens commented further on this application.

28- 13FP. Accounts for Payment

PAYEE	REASON	GROSS	VAT	NET
South West Hygiene	Sanitary/Nappy Disposal Unit	264.84	44.14	220.70
Firewatch SW	Annual Inspection/Equipment	442.85	73.81	369.04
Firewatch SW	Equipment Replacement	83.80	13.97	69.83
Torpoint Builders Merch	Paint etc	156.47	26.08	130.39
A Robinson (M N Pearn)	Mayoral Board Update	50.00	0.00	50.00

29- 13FP. Date of the Next meeting

Thursday 4th July 2013 it is **recommended** that this and future meetings commence at 7.00pm. It was further reported that the CNA Manager would address members at 6.15pm accompanied by other officers from Cornwall Council on the subject of Neighbourhood Plan. It is **recommended** that all Council members would be invited to attend and participate in this address.

30- 13FP. Any Business that has been disclosed to the Chairman and members prior to the meeting

- Councillor Mrs J M Martin reported that she was concerned at the increase in domestic violence, drug abuse and child protection issues in the town. Councillor Mrs Martin was of the opinion that the population of the town was now more transient and the councillors should be aware of the problem. Councillor J Tivnan suggested that we have a better break down in crime in the area and communication with various bodies. Councillor Tivnan informed members that the Chamber of Commerce were arranging a meeting with HMS Raleigh to which Town Councillor were also invited. Councillor G J Davis suggested that benchmarking with other towns in the area might be beneficial. It was suggested more clarity was required on the extent of the problem. Following further debate and at the suggestion of Councillor Mrs J M Martin it was **resolved** that the Head teacher of Torpoint Nursery and Infant School is invited to address a future meeting of this committee on awareness of the problem and that other members of the Council can attend. The meeting for members would principally be a fact finding and information sharing meeting.
- The Mayor reported that he intended to try and relocate a dog faecal receptacle to Harvey Street near the raised gardens. The Mayor also reported that the litter bins have been ordered for Rendel Park.

Meeting closed at 8:50pmChairman