



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Development and Localism Committee held on Thursday 3<sup>rd</sup> June 2021 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

**PRESENT:** - Councillor Miss R A Evans BEM (Town Mayor), Councillor G J Davis (Deputy Town Mayor) Councillors Mrs. L Fellows, Mrs. C E Goodman, C R Still, J Tivnan BEM, B A Walsh plus the Town Clerk & RFO (Clerk) and the Community Hub and Library Development Manager (CH&LDM).

	<b>ACTION</b>
<p><b>18-21D&amp;L Apologies for absence</b> Apologies for absence were submitted on behalf of Councillors L E Keise, C R Sawyer and M G Spurling.</p>	
<p><b>19-21D&amp;L Election of Chairman for the Civic Year 2021-22</b> The Town Mayor called for nominations for the position of Chairman for the Civic Year 2021-22, the Town Mayor proposed that Councillor G J Davis is elected to serve as Chairman for the Civic Year 2021-22. Councillor C R Still seconded the proposition and there being no other nominations the motion was put and Councillor G J Davis was duly elected as Chairman for the Civic Year 2021-22.</p>	
<p><b>20-21D&amp;L Election of Vice Chairman for the Civic Year 2021-22</b> The newly elected Chairman (Councillor G J Davis) called for nominations for the position of Vice Chairman for the Civic Year 2021-22, the Chairman proposed that Councillor J Tivnan BEM is elected to serve as Vice Chairman for the Civic Year 2021-22. The Town Mayor seconded the proposition and there being no other nominations the motion was put and Councillor J Tivnan BEM was duly elected as Vice Chairman for the Civic Year 2021-22.</p>	
<p><b>21-21D&amp;L Declarations of Interest relating to items on the Agenda</b> a) A NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. L Fellows – (Agenda item 14. h. Invitation to attend Interactive Autism Awareness presentation as Director of Beat4Autism). a) A NRI (Non-Registerable Interest) was declared by: - Councillor C R Still – (Agenda item 7e. Woodland Way traffic issues – as resident).</p>	
<p><b>22-21D&amp;L Community Hub and Library Update: -</b> a) The Community Hub and Library Development Manager presented the report as previously circulated, adding: -</p> <ul style="list-style-type: none"> <li>➤ <i>Picnic tables at the front</i> – The picnic tables have been installed at the front and were used last Sunday, by visitors to the market.</li> <li>➤ <i>Early Years advisor</i> – A meeting was held with the Early-Years Advisor and there are plans to proceed with the re-introduction of Rhyme-Time, within the guidance and other activities focused around this age-group.</li> <li>➤ <i>Volunteers Week</i> – To celebrate Volunteers week, a thank you event is being organised for midday the following day, with all Members invited to attend.</li> <li>➤ <i>Celebration Event</i> - With restrictions being lifted a 'two year celebration event of the Library and Community Hub opening' is being planned for Friday 25<sup>th</sup> June, from 11.00am to 1.00pm, all key stakeholders and Members will be invited to attend.</li> </ul> <p>The Chairman highlighted that with increased public usage of the picnic tables at the front of the</p>	

<p>building, that any rubbish should be placed in bins and not left on the floor or tables at the site – CH&amp;LDM to monitor the situation.</p> <p>b) The income summary is noted.</p> <p>c) Local Devolution Fund update: - The Clerk explained a meeting is being arranged with Cornwall Council to consider ideas for the Local Devolution Fund amount of £13,000, which is being allocated for the Library and Community Hub, which was awarded to the council and has not yet been claimed, from Cornwall Council.</p> <p>d) Additional income – Sheviock Parish Council: - The Clerk was delighted to confirm Sheviock Parish Council has again provided financial support of £630.75 towards the cost of running the Library and Community Hub, a thank you letter has been sent to the Clerk and a social media post will be uploaded in due course. The Town Mayor suggested encouraging other local Parish Council's to recognise the contribution to their areas and it is agreed that once usage locations over the last few years are obtained, to contact the councils seeking financial support. The CH&amp;LDM will attend a Sheviock Parish Council meeting to thank them personally on behalf of the council. (The Community Hub and Library Development Manager left the meeting at this point.)</p>	<p>CH&amp;LDM</p> <p>CH&amp;LDM /Clerk</p> <p>CH&amp;LDM /Clerk</p>
<p><b>23-21D&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 Wednesday 5<sup>th</sup> May 2021 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>24-21D&amp;L Matters arising from the minutes</b></p> <p>a) Devolution of a programme of assets/services: -</p> <p>i) Benches, parks equipment &amp; signs, vehicle, grass cutting, tennis court fencing, Park Inspection Reports: -</p> <p>Pursuant to minute 07-21D&amp;L (a) the Clerk provided an update on the parks improvements: -</p> <ul style="list-style-type: none"> <li>➤ One sign has been installed at Bénodet Park, with the remaining signs to be built and installed in due course.</li> <li>➤ There continues to be a delay with the production and delivery of the disabled picnic benches, however dispatch is anticipated to be at the end of the following week.</li> <li>➤ The tennis court fencing is installed. The Chairman expressed several health and safety concerns about the recently installed tennis court fencing, including the temporary heras fencing installed at the rear of the bottom court. Following debate, Members agreed to meet at the tennis courts on the morning of Saturday 5<sup>th</sup> June, to review the current condition of the tennis courts (with a view to implementing a temporary closure). In order to progress the sweep of the tennis courts, the Operations Manager will be considering whether the Millbrook Parish Council road sweeper can be used for this work. It is very likely the sweeper will need repairing and servicing before it can be used, however, Millbrook Parish Council are very keen to work with our Operations Team to repair the machine and it is likely that this council would procure and fund the repair. Indeed, there may be the opportunity to purchase the equipment, at an appropriate second-hand retail price. The Operations team see the benefits of securing a sweeper because in the long-term this will be the most cost-effective option for the upkeep and maintenance of the tennis courts. The Mayor highlighted that a group of volunteers are very keen to tidy up the tennis courts and will liaise with the group about a suitable start date.</li> <li>➤ There have been no further problems with the hybrid van.</li> <li>➤ The Clerk has been in contact with Sports &amp; Play Consulting, who are a specialist</li> </ul>	<p>All members</p> <p>Ops Mgr/ Clerk</p> <p>Clerk</p> <p>Mayor</p>

<p>consultancy who project manage the assessment of sports and play facilities, consult with councils to agree goals and objectives, then undertake the tender process meeting the required regulations, assisting with the evaluation of tender responses and then project managing the construction and handover of work. It is agreed for the Clerk set up a Zoom meeting with Sports &amp; Play Consulting and the Chairman and Vice Chairman to consider next steps for all parks improvements.</p>	Clerk
<ul style="list-style-type: none"> <li>➤ Cambridge Field – the Clerk had previously circulated information/quotation for partial removal of the wall, to install a gate and ramp to provide additional access to the park, highlighting the lead-time needed to procure experienced tradespersons. Members are keen to include this in the multi-generational planned works for Cambridge Field and do not plan for this to be a ‘quick win’ project. The Clerk will liaise with Cormac as the pavement kerbs will need to be dropped at this site, to provide disabled access. The Mayor reminded everyone that the Cornwall Air Ambulance used this site for landing, in an emergency.</li> </ul>	Clerk
<ul style="list-style-type: none"> <li>➤ The trampoline tender as not been issued and will be included in the whole parks improvements, the Friends of Thanckes Park group to be advised the same.</li> </ul>	Clerk
<ul style="list-style-type: none"> <li>➤ The Friends of Thanckes Park group has applied for community funding, as part of the Co-operative Scheme, to provide disabled access to the tennis courts.</li> <li>➤ It was agreed for future meetings ‘Parks’ will be a stand-alone agenda item rather than being discussed under Matters Arising.</li> </ul>	Clerk
<p>ii) Parks Working party: - A parks working party group will not be formed at this time, as it is not needed.</p>	
<p>b) Plastic Free: - Pursuant to minute 07-21D&amp;L (b) Councillor Mrs. C E Goodman reported having undertaken the “Debris Tracking” survey and as a result of the recent storms it was highlighted that the beach was littered with building debris. There are four further months of the debris tracking survey remaining. Additionally, Councillor Goodman has signed up to the Regional Hub for Plastic Leads and is awaiting the last Plastic Free Pledges from a small number of allies.</p>	
<p>c) Vision Project - Swimming Pool Feasibility Study to be located in Torpoint, Cornwall: - Pursuant to minute 05-21D&amp;L Members considered and discussed the next steps for the swimming pool feasibility study. The Chairman (Councillor G J Davis) proposed, the Mayor (Councillor Miss R A Evans BEM) seconded the proposal and it is <b>recommended</b> to: -</p>	Council
<ul style="list-style-type: none"> <li>i) Accept the Swimming Pool Feasibility Study to be located in Torpoint, on behalf of the council;</li> <li>ii) Set up a Swimming Pool working party to discuss and agree the next steps, (working party members to include the Town Mayor, Councillor Mrs. L Fellows, Councillor Mrs. C E Goodman and Councillor J Tivnan BEM);</li> <li>iii) Publish the Feasibility Study on the council website, including publication to all key stakeholders who guided completion of the study;</li> <li>iv) Provide realistic timescales and expectations to the community of Torpoint about how feasible the project is.</li> </ul>	Council
<p>d) Torpoint Environmental Action (TEA) initiative: - Pursuant to minute 07-21D&amp;L (c) the Chairman congratulated all those who had been involved in the Great British Spring Clean Litter Pick, which had been undertaken at Thanckes Park and Beach on Saturday 29<sup>th</sup> May 2021. Councillor Mrs. C E Goodman reported it was timely to organise and</p>	Council

<p>hold an event as part of the Great British Spring Clean and volunteered to continue to lead on this initiative. Members discussed this becoming a community initiative in the future, with Councillor Mrs. L Fellows highlighting that in her opinion there are many community groups who would participate with the TEA initiative. A competition to design a logo for the TEA initiative is being considered, the Library and Community Hub will organise and plan the competition.</p> <p>e) Community Network Area Highways Scheme April 2021 update: - Pursuant to minute 14-21D&amp;L (a). i) Woodland Way traffic issues. The Highways Scheme April 2021 update is noted. Members highlighted there is very little action which can be taken at Woodland Way to address the traffic issues. (Councillor C R Still left the meeting for this agenda item.)</p>	<p>CH&amp;LDM</p>
<p><b>25-21D&amp;L To consider the Council Business Risk Management</b> a) Budget Variance – Finance Committee Responsibilities: - The Committee considered the April 2021 financial information (as circulated) and the items relevant to this Committee. The Clerk explained the Parks Improvement grant funding from Cornwall Council is awaited.</p>	
<p><b>26-21D&amp;L Items Referred to this Committee</b> None.</p>	
<p><b>27-21D&amp;L Policies referred to this Committee</b> a) Development Plan Strategy: - Work is progressing on the Development Plan Strategy. The Chairman highlighted that he no longer has access to Powerpoint and therefore will need to work with the Clerk on completing the Strategy.</p>	<p>Cllr Davis/ Clerk</p>
<p><b>28-21D&amp;L Localism</b> a) Town Team Project Board: - Pursuant to minute 11-21D&amp;L (a) the Chairman (Councillor G J Davis) has been appointed Chairman of the Town Team Project Board. At the recent meeting the consultant delivered a Powerpoint presentation and summary report, on what needs to happen to progress the Strategic Outline Case for the Lower Fore Street redevelopment. The consultant listed several projects from the Vision for Torpoint, highlighting these could be delivered as part of this scheme. At the next meeting the Town Team Project Board (TTPB) will consider which of these projects could be delivered. The Chairman reminded Members the council representatives on the TTPB are Councillor Mrs. C E Goodman and himself, with Councillor J Tivnan BEM on the board in his capacity as Cornwall Councillor for Torpoint Electoral Division and Councillor Mrs. K Ewert for the Rame Peninsula and St. Germans Electoral Division.</p> <p>b) Vision and other Projects. i) Celebrate the Queen’s Platinum Jubilee in 2022 by being part of the Queen’s Green Canopy <a href="https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/queen-s-green-canopy/">https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/queen-s-green-canopy/</a>) Members discussed the Queen’s Platinum Jubilee in 2022 and it is <b>recommended</b> to ask the Torpoint Town Partnership to prepare a programme of events and/or activities to celebrate this momentous occasion in 2022.</p>	<p><b>Council</b></p>

c) Neighbourhood Plan: -

The Chairman explained the key next steps for this council is to establish the completion of the knowledge based evidence and the Clerk is setting aside time in the diary to undertake this piece of work.

Clerk

**29-21D&L Planning Applications: -**

None.

**30-21D&L Accounts for payment: -**

Contact Name	Invoice Number	Total	Tax Total	Net	Description
Kathy's Fruit & Veg	inv 78	8.70	0.00	8.70	Café stock
RD Johns Ltd	Inv 458834	25.10	0.00	25.10	Café stock
Cornwall Council - Dog Waste Bags	inv no 8100131748	50.04	8.34	41.70	Dog Waste Bags pack of 50 bags
Mole Valley Farmers	IN200998395	251.99	42.00	209.99	FG Apex shed for Benodet Park
Biffa	522C31564	25.15	4.19	20.96	Library general waste 07.05.21, 21.05.21
Torpoint Town Council Staff	Mileage May 2021	43.20	1.92	41.28	Mileage claim May 2021 Paul Stinchcombe
Biffa	522C31566	32.83	5.47	27.36	Chambers 04705.21, 21.05.21
BRL Architects Ltd	Inv 1052	5,310.00	885.00	4,425.00	Swimming Pool Feasibility study
Biffa	522C31565	18.12	3.02	15.10	Chambers recycling 04.05.21, 18.05.21
BCHS Plymouth - Bunzl	Inv no 07/325405	133.38	22.23	111.15	Cleaning stock
Cornwall Council	Inv no 8100131399	55.00	0.00	55.00	Clerk /Cllr Martin Safer Recruitment training
Cornwall Council	Inv no 8100131366	72.40	4.40	68.00	DBS checks
Westcare Limited	Inv no SINV00180944	342.00	57.00	285.00	Ops Man Office Furniture
Biffa	522C31563	18.12	3.02	15.10	Library recycling 04.05.21, 18.05.21
Clifton Emery Design Ltd	Inv no SI-2941	1,500.00	250.00	1,250.00	NDP Works
Mole Valley Farmers	IN200984792	84.97	10.83	74.14	Bark and Wellingtons



<p><b>31-21D&amp;L Correspondence:</b> -</p> <p>a) Global road Safety Week – 20mph speed limits: - It is <b>recommended</b> to write a letter to Cornwall Council supporting the 20mph campaign where people and traffic mix.</p> <p>b) Obstructions &amp; disability access Torpoint (copied to email correspondence) – Mrs J Hughes to Cormac: - Noted.</p> <p>c) Donation of 16 hanging baskets with flowers for display in Fore Street – Anonymous donator: - Noted and gratefully accepted, with the following assurances:</p> <ul style="list-style-type: none"> <li>➤ The council’s public liability insurance is updated;</li> <li>➤ Permission to install the hanging baskets is granted by the property/shop owners;</li> <li>➤ Regular watering is undertaken by the Operations Team;</li> <li>➤ A record of thanks is minuted to the anonymous donator.</li> </ul> <p>d) Please can you help with Cornwall’s Climate Stories? – C Wallerstein: - Noted.</p> <p>e) The Big Lunch 2021 – Communications Toolkit: - Noted.</p> <p>f) Forest for Cornwall May 2021 Newsletter – via Cornwall Council: - Noted.</p> <p>g) Obstruction on York Road – Mr D Valko: - Noted – with the possibility of sharing Cornwall Council’s recent press release about a similar issue.</p> <p>h) Invitation to attend Interactive Autism Awareness presentation (21st July) – Beat4autism The Chairman encouraged members to respond to the invitation to attend the Interactive Autism Awareness presentation, with the Clerk to re-circulate the information/invitation to all Members.</p> <p>(Councillor Mrs. L Fellows left the meeting for this agenda item.)</p>	<p><b>Council</b></p> <p>Clerk</p>
<p><b>32-21D&amp;L Date of next meeting</b> Thursday 1<sup>st</sup> July 2021.</p>	
<p><b>33-21D&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>➤ The Clerk detailed the recent circulation, via Cornwall Council, of the YouTube link to virtually attend the Code of Conduct training. The Chairman encouraged all Members to attend and reply to the Clerk once attended.</li> <li>➤ The Chairman drew Members’ attention to correspondence recently shared with the Clerk regarding Adela Road. The Clerk highlighted the council is the accountable body for Community Chest grant funding secured by the Antony, Clarence and Sydney Road Residents’ Association last year. As no further correspondence has been received on the matter, it was agreed this could not be discussed at this committee meeting; a suggestion was put that when/if correspondence is received on this matter, it will be important to ascertain in what capacity the correspondent is communicating.</li> </ul> <p>(Councillor Mrs. L Fellows left the meeting for this agenda item.)</p> <p>Meeting closed at 9.12pm _____ Chairman</p>	<p>ALL Cllrs</p>