



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 2nd September 2021 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor G J Davis (Chairman), Councillors Mrs. L Fellows, Mrs. C E Goodman, L E Keise, , C R Still and J Tivnan BEM, plus the Town Clerk & RFO (Clerk) and the Community Hub and Library Development Manager (CH&LDM).

	ACTION
<p>49-21D&L Suspension of Standing Orders The Chairman proposed that Standing Orders were suspended, this was seconded by Councillor Mrs. C E Goodman and it is resolved that Standing Orders were suspended until 7.30pm.</p>	
<p>50-21D&L PRESENTATION FROM WILDANET Amanda Pennington from Wildanet, a Cornish broadband provider, presented information about the forthcoming installation of a new fibre optic network across Cornwall, over the coming years. Torpoint is on their roll out schedule for 2021 and the presentation detailed how the installation might affect the town. Wildanet will have to apply for some street work permits and there may be some road closures. There was an opportunity for questions and answers following the presentation, with information to about the connection charge for Wildanet full fibre to follow, which will be circulated by the Clerk to all Members. The CH&LDM will be in contact with Amanda Pennington about the possibility of setting up a digital community hub.</p>	Clerk CH&LDM
<p>51-21D&L Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss R A Evans BEM (Town Mayor), Councillors C R Sawyer, M G Spurling and B A Walsh.</p>	
<p>52-21D&L Declarations of Interest relating to items on the Agenda None.</p>	
<p>53-21D&L Community Hub and Library Update: - a) The Community Hub and Library Development Manager presented the report as previously circulated, adding: -</p> <ul style="list-style-type: none"> ➤ <i>Summer Reading challenge</i> – 180 children have now signed up for the Summer Reading challenge. ➤ <i>Fines Amnesty</i> – the fines amnesty was due to finish mid-August, following consultation with the Clerk and following the same position/date as Cornwall Council, the fines amnesty has now been extended until 1st January 2022. The next Library and Information Services meeting all of partners is scheduled for 23rd September 2021 and this will be included on the agenda. ➤ <i>Screech Owl Sanctuary and Animal Park</i> – visit arranged for tomorrow (Friday 3rd September) at 11.00am. ➤ <i>Wellbeing café</i> - the wellbeing café was very popular yesterday (Wednesday 1st September 2021). ➤ <i>Young students from Torpoint Community College</i> – have been volunteering at the Library and Community Hub and provided invaluable assistance with the nature trail, organised with the Friends of Thanckes Park. ➤ <i>Friday 24th September 2021</i> – a fundraising Macmillan coffee morning will be held. 	

In advance of the meeting, the Chairman has invited the CH&LDM to give a summary of the current situation with the Community Hub and Library "Footfall and activities are increasing and income generation is exceeding expectations. These successes have resulted in a couple of outstanding issues. Firstly, time spent on providing additional services, does not fit well with previous opening times and current staff contracted working hours. Secondly, the CH&LDM is required to work on the shop floor every Tuesday and Thursday, plus whenever staff are on leave or ill, thus limiting the time he can spend on growth and development. Returning volunteers can come and go as they please, plus pick and choose what they do. Therefore, they are valuable additional support, but not a sustainable solution." The Chairman thanked the CH&LDM for his honest summary and explained this will be considered when the staffing budget is reviewed for the next financial year/precept discussions.

b) Befriending service preliminary questions: -

Members' considered the information and questions, on befriending services, as previously circulated and agreed for the CH&LDM to continue to pursue this, whilst researching other groups/organisations which could provide a similar service.

c) Income (as circulated 010421 – 260821): -

The income summary is noted.

d) Local Devolution Fund: -

This will remain on the agenda until final proposals are agreed.

e) Lease on the building: -

The Clerk is corresponding with Cornwall Council to ensure the lease on the building is extended.

(The Community Hub and Library Development Manager left the meeting at this point.)

54-21D&L Minutes of the previous meeting

It was **resolved** that the minutes of the virtual Development and Localism Committee meeting held on Thursday 1st July 2021 were taken as read, confirmed and signed by the Chairman.

55-21D&L Matters arising from the minutes

a) Plastic Free: -

Pursuant to minute 39-21D&L (a) Councillor Mrs. C E Goodman reported that she had been uploading photographs to support plastic free status and will be setting a date to meet with the Sea Cadets. The next steps will be to set up a community event, whilst continuing business strategy and the final steering group meeting.

b) Donation of 16 hanging baskets for display in Fore Street: -

Pursuant to minute 39-21D&L (b) the Clerk explained that all permissions were in place and 13 hanging baskets received and installed in Fore Street, with the Operations Team undertaking regular watering, including the fixed planters on Harvey Street. There has been positive feedback about the planters, which prompted a reminder to the Clerk to ensure the bunting is taken date by the end of this month.

c) Town Council flier/newsletter for residents: -

Following discussion, which was accompanied by Councillor Mrs. L Fellows volunteering to assist, it

Clerk

is recommended to proceed with the production of a town council flier, to be distributed to all residents', with target for completion and distribution by the end of November 2021.		Council
56-21D&L To consider the Council Business Risk Management a) Budget Variance – Finance Committee Responsibilities: - The Committee considered the June and July 2021 financial information (as circulated) and the items relevant to this Committee, there were no concerns.		
57-21D&L Items Referred to this Committee None.		
58-21D&L Policies referred to this Committee a) 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.		Cllr Davis/ Clerk
59-21D&L Devolution of the four Play Parks and tennis courts a) Report on the devolved sites from the Clerk: -		
FACILITY	CURRENT STATUS/ACTIVITY	
BOROUGH PLAY PARK	i. Additional equipment required – part of the programme of work with Sports and Play Consulting.	
CAMBRIDGE FIELD	i. Quotation for partial removal of wall to install a gate and ramp, plus the gate, to enable a second access (disabled) circulated to the June 2021 Committee meeting. Members are keen to include this in the multi-generational planned works before proceeding. Clerk is liaising with Cormac to enable the pavement curbs at this site to be dropped. ii. Bespoke park Sign now installed. iii. Being used for event Saturday 11 th September 2021. iv. Reports of fly tipping in the park resolved.	
CHESTNUT CLOSE PLAY PARK	i. Bespoke park Sign built, awaiting installation by the Ops Team.	
THANCKES PARK PLAY PARK	i. Bespoke park sign installed by the Ops Team.	
TENNIS COURTS	i. Closed to members of the public on Saturday 5 th June. ii. Liaison between Ops Manager & contractor – additional quotations for fencing, gate plus additional works received and forwarded to Chairman and Vice Chairman 24 th June. iii. Site meeting arranged for 30 th June – Chairman, Vice Chairman and Operations Manager. iv. Hire of sweeper sourced and sweep undertaken of tennis courts and skate park.	

	<p>v. Lawn Tennis Association (LTA) contact made with the Town Council – following site meeting on 12th July – please see the papers for consideration as circulated.</p> <p>vi. Operations Team are continuing with site tidying.</p> <p>vii. Appointed contractor has undertaken repair work, now awaiting delivery (8 week wait) and installation of additional fencing.</p>	
OTHER ACTIVITIES	<p>i. Mowing. Regular mowing is now taking place since weather has improved, cutting approx. every 10 days.</p> <p>ii. Skate Park bespoke sign now installed by the Ops Team.</p> <p>iii. Skate park event (under AM&OC) being organised for Saturday 18th September, Friends of Thanckes Park will open the tea hut and sell refreshments. Information circulated on social media and posters now displayed.</p> <p>v. Council approved to contract Sports and Play Consulting – Wednesday 1st September next Zoom meeting at 2.00pm for ALL play parks.</p>	

a) Tennis Courts (*plus see below*)

- i) The Clerk explained the appointed contractor has undertaken the repair work and it is hoped that the work to install the additional fencing will commence next week.
- ii) The Deputy Chairman (Councillor T Tivnan BEM) is working closely with a local contractor, endeavouring to source rejuvenated paving slabs which will be installed on the steps, as they are currently a hazard. Discussions about the possibility of installing a handrail alongside the steps (when replaced), resulted in tasking the Operations Manager to establish whether it would be needed, when the paving slabs are installed. It is likely that heras fencing will be hired to prevent access to the second court, enabling one court to be re-opened.

b) Next Zoom meeting date with Sports and Play Consulting 1st September 2021: -

The Deputy Chairman (Councillor J Tivnan BEM) presented the PowerPoint which had been previously shared with all Members, who had all had the opportunity to attend the meeting, held the day before with Sports and Play Consulting. Members who had attended the meeting included Councillors Mrs. C E Goodman, Mrs. L Fellows and the Deputy Chairman.

The Chairman ensured that all Members understood the preliminary plans/ideas for: -

- i) **Thanckes Park Play Park:** -
 - Install new in-ground Trampoline where Springers were located
 - Remove 'Donkey' Springer for storage/new location
 - Install 2 x New Springers near entrance using grass matting
 - With an approximate budget of **£10,000.**

- ii) **Borough Park Play Park:** -

Option 1:

- New Basket Swing
- New See Saw

Repair surfacing under See Saw

Option 2:

New Basket Swing

New Monkey Bars

Repair surfacing under Monkey Bars

With an approximate budget of **£10,000 – preferred Option 2.**

iii) **Cambridge Field PHASE 1**, (where the existing equipment is located): -

Focus on existing Play Area working with Surfacing and equipment already in situ.

Create more of a zoned design based on age

Relocate Supernova to other end (left side)

Design in new seating and toddler space to the right hand side and more challenging items for older children to the left

Use Grass Matting where possible, and wetpour over existing tarmac

New Football Post and Sockets

With an approximate budget of **£60,000.**

Members asked questions and sought clarification on the ideas presented, which (with council's approval) would then be included in the open tender documentation, also previously shared with all Members. Following discussion the Deputy Chairman (Councillor J Tivnan BEM) made the proposal, which was seconded by Councillor Mrs. C E Goodman and it is **recommended** to instruct Sports and Play Consulting to complete and issue the tender documentation for Thanckes Park Play Park, Borough Park Play Park, plus Phase 1 improvements to Cambridge Field, which will be at a total approximate cost of **£80,000**. The Clerk minuted that allocated Reserves – Play Areas funding, currently available £88,770 would be utilised for these projects/improvements.

Council

c) Information from the LTA (Lawn Tennis Association): -

The Chairman presented the brief, as previously circulated from the LTA. The purpose of the brief is to provide an evidenced proposal for the operational model for Thanckes Park tennis courts following council investment to improve the court surface and re-fence the existing two courts. The brief highlights a position where there are a number of park tennis courts across the country in poor condition, unsafe and in some cases derelict. This is as a result of park courts historically being free to access, with little in the way of income generated to support ongoing maintenance. The LTA, the National Governing Body for tennis, are working hard to preserve park courts and break this cycle. Longevity needs to be considered from the outset, which is the reason for investing in SmartAccess gate technology into park courts nationally to enable operators to create that much needed financial stability. The LTA work closely with a registered charity called Tennis For Free (TFF). TFF is focused around delivering weekly tennis sessions in public parks to drive new tennis interest into the local community. To move this project forward the LTA need an agreement from the council that they wish to proceed with applying for SmartAccess Gate Technology to support the operation and reopening of the courts in Thanckes Park. Following discussion and consideration of the next steps, it is **recommended** to work in partnership with the LTA to undertake the following: -

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- LTA to make an internal application to set aside investment into the gate technology;
- Ensure power is available at the gate point prior to installation;
- LTA to seek a quote from the gate company (CIA Fire and Security Ltd.) for the supply and installation of the system (c**£6k**);
- A further discussion between the LTA Regional Team and the council to confirm the

<p>model of operation / pricing and talk in more detail about the system and its features and benefits.</p> <p>Additionally, members feel the residents' of the town should be informally consulted on this proposed operating model, whereby the park courts are bookable, upon payment of a fee, with the opportunity for 'free' community use built into the weekly timetable. It is therefore recommended to consult via social media and posters in the council noticeboards, seeking views of these proposals before proceeding.</p> <p>d) Correspondence from M Sleeman regarding a suggestion for benches at the Lawn, Thanckes Park: - Members considered the correspondence, as circulated and it is agreed for (Cornwall) Councillor J Tivnan BEM to liaise with the correspondent on the matter, as the proposed location is on land owned by Cornwall Council. Clerk to forward correspondence to Councillor Tivnan.</p>	<p>Council</p> <p>Clr Tivnan/ Clerk</p>
<p>60-21D&L Planning Applications None.</p>	
<p>61-21D&L Localism</p> <p>a) Town Team Project Board: - Pursuant to minute 44-21D&L (a) the Chairman (Councillor G J Davis) explained the next meeting of the Town Team Project Board is scheduled for Tuesday 14th September 2021 and will be a physical meeting in the Committee Room, with an opportunity to join the meeting via MS teams link.</p> <p>b) Vision and other Projects.</p> <p>i) Swimming Pool Feasibility Study to be located in Torpoint, Cornwall: - The Clerk re explained the next steps, with the Chairman (Councillor G J Davis) adding that a draft press release for the publication of the Swimming Pool Feasibility Study has been prepared by the Clerk (at the end of June) and was awaiting approval. It is agreed to forward the draft press release to all members to make any changes and should there be none, then the Clerk to proceed with the next steps, as copied below.</p> <p>i) To agree and publish the Feasibility Study on the council website, including publication to all key stakeholders who guided completion of the study, providing realistic timescales and expectations to the community of Torpoint about how feasible the project is. Once the Feasibility Study is published, then:</p> <p>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, Councillor Mrs. J M Martin and Councillor J Tivnan BEM).</p> <p>ii) Torpoint Environmental Action (TEA) initiative: - Pursuant to minute 44-21D&L (b. ii) Councillor Mrs. C E Goodman explained she will be meeting with one of the TEA representatives next week and after which the competition results to design a logo will be announced.</p> <p>iii) Celebrate the Queen's Platinum Jubilee 2022: - Pursuant to minute 44-21D&L (b. iii.):</p> <p>a) It is recommended to adopt the first draft of the Project Initiation Document (as circulated) and accompanying fee proposal, allocating £10,000 for the organisation of an</p>	<p>All/ Clerk</p> <p>Council</p>

event in Thanckes Park to celebrate the Queen's Platinum Jubilee in June 2022. The Clerk minuted that allocated Reserves – Advertising and Marketing funding and Internal Projects, would be utilised for this project, along with funds taken from the next financial year.

b) Councillor Mrs. K Ewert - offer of funding for wild seeds for planting: -
Noted and not required, Clerk to respond thanking Councillor Ewert for the kind offer.

c) Update from Clerk and RFO: -

The Clerk and Councillor Mrs. J M Martin have worked together to produce the Project Initiation Document (PID) and are working closely to start to confirm bookings for the event. A working party will be set up in the near future, as per the PID. Clerk to correspond with (Cornwall) Councillor J Tivnan BEM seeking permission to hold the event in Thanckes Park.

Clerk

Clerk

c) Neighbourhood Plan: -

The Chairman explained the Clerk is making the key next steps to engage the contractor to complete the Heritage Statement.

62-21D&L Accounts for payment: -

Contact Name	Invoice Number	Total	Tax Total	Net	Description
The Festive Lighting Company Ltd	Inv 19104	1903.24	317.21	1586.03	2021 Hire Charges re agreement d/d 11.09.19
Cornwall Council - Garage	34190700166	58.88	9.82	49.06	Garage Rental 23.08.21 - 19.09.21
Westcare Limited	Inv SINV00183700	140.76	23.46	117.30	A4 Copier Paper Boxed 4x5
Biffa	Inv 522C55775	24.64	4.11	20.53	Chambers general waste collection 30.07.21
Biffa	Inv 522C55774	18.12	3.02	15.10	Chambers recycling collection 30.07.21
Biffa	Inv 522C55773	25.15	4.2	20.95	Library general waste collection 30.07.21
Biffa	Inv 522C55772	18.12	3.02	15.10	Library recycling collection 30.07.21
D J W Window Cleaning	Inv 0037	73.00	0	73.00	Bus shelter cleaning 28.07.21
D J W Window Cleaning	INV 0036	18.00	0	18.00	Bus shelter cleaning 12.07.21
RD Johns Ltd	Inv 562715	50.05	2.91	47.14	Library café supplies
Spot On Supplies	PO-0177	129.32	21.56	107.76	Cleaning supplies
Spot On Supplies	Inv 21522921	31.49	5.25	26.24	Cleaning supplies

LRM Planning Ltd	Inv no 3112	420.00	70.00	350.00	Account to 31st July 2021: Ongoing work on Torpoint Neighbourhood Plan.
RD Johns Ltd	INV 512441	14.33	0.73	13.60	Library café supplies
Kathy's Fruit and Veg	No 75	20.40	0.00	20.40	Library café supplies
<p>63-21D&L Correspondence: - a) Bollards installed Pentire Road (photos as previously circulated): - Noted. b) 2021 Census Engagement thank you letter: - Noted. c) Torpoint image (from Cornwall Council): - Noted. d) Services provided by Kernow Connect (Action for Children) for Young People in Cornwall (via CALC): - Noted.</p>					
<p>64-21D&L Date of next meeting Thursday 7th October 2021.</p>					
<p>65-21D&L Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <ul style="list-style-type: none"> ➤ The Clerk had previously shared email correspondence from CALC highlighting two vacancies on the CALC Executive Board, with a copy of the brief job description of the work of a Director and an application form, for any Councillor who would be interested in supporting their work, with a nomination deadline of 1st October 2021, no interest was expressed. ➤ Changing Places toilets information shared from Cornwall Council – no request required. ➤ Closure Intention Notice – no issues. ➤ The Clerk had previously shared email correspondence regarding a NHS Track and Trace Webinar scheduled for Wednesday 8th September 2021 – noted. 					
<p>Meeting closed at 9.20pm _____ Chairman</p>					