



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 7th October 2021 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

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

IN ATTENDANCE: Councillors Mrs. J M Martin and R M Willoughby.

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| <p>66-21D&L Apologies for absence None.</p> | |
| <p>67-21D&L Declarations of Interest relating to items on the Agenda None.</p> | |
| <p>68-21D&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>Natasha's Law</i> – The CH&LDM is considering the impact of 'Natasha's Law'. These are the rules relating to foods which are prepacked for direct sale and changed on 1st October. Foods which are prepacked for direct sale (PPDS) will be required to be labelled with the name of the food and a full ingredients list, where the allergenic ingredients must be emphasised. ➤ <i>Abolishment of Fines</i> – The Clerk and CH&LDM explained having recently attended the Cornwall Council/Library partnership meeting whereby it was recorded and ratified for the Cornwall Library Service to abolish overdue fines in Cornwall Council run Library sites. Cornwall Council have cited many reasons for this decision (information to be circulated by Clerk) and the Clerk asked the Town Council to consider abolishing charges, following this decision. Members debated this at length, giving their views and opinions, which were largely against the abolishment of fines. However, the Chairman reminded Members that the Town Council signed up to be in partnership with Cornwall Council and for consistency across the board, it makes sense to follow the decision they have reached. Therefore, reluctantly, it is recommended for the collection of the fines at the Community Hub and Library, Torpoint to be abolished, following a similar timescale to Cornwall Council. Members highlighted that anyone not returning books should be automatically 'flagged' on the loans system, CH&LDM to feedback and follow this up with Cornwall Council. ➤ Councillor Mrs. J M Martin (as Chairman of the Finance and Personnel Committee) highlighted the recent recruitment of a new member of staff, following the departure of Ms K Pumffrey. Councillor Martin explained there had be a strong field of applicants, with six candidates invited to interview and on Tuesday 28th September Mrs Gwenda Hunt was offered and accepted the position of part time Library and Community Hub Support Assistant. <p>b) Income (as circulated 010421 – 300921): - The income summary is noted. Clerk to review the Library Expenses cost centre coding on the Budget Variance.</p> | <p>Clerk</p> <p>Council</p> <p>CH&LDM</p> <p>Clerk</p> |

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| <p>c) Local Devolution Fund: - This will remain on the agenda until final proposals are agreed.</p> <p>d) Lease on the building: - The Clerk is continuing to correspond with Cornwall Council to ensure the lease on the building is extended.</p> <p>(The Community Hub and Library Development Manager left the meeting at this point.)</p> | <p>Clerk/ CH&LDM</p> |
| <p>69-21D&L Minutes of the previous meeting It was resolved that the minutes of the Development and Localism Committee meeting held on Thursday 2nd September 2021 were taken as read, confirmed and signed by the Chairman.</p> | |
| <p>70-21D&L Matters arising from the minutes</p> <p>a) Wildanet: - Pursuant to minute 50-21D&L the Clerk was expecting to draw Members attention to a DRAFT Agreement which had only recently been received from Wildanet for the Digital Community Hub, however, this was not discussed. The Town Mayor (Councillor Miss Rachel Evans BEM) highlighted significant concerns over health and safety, having witnessed the contractors working on behalf of Wildanet, in Fore Street. The Mayor continued that she has made award of a number of local businesses who are now seeking compensation from Wildanet, due to loss of income, as a result of the Fore Street roadworks impacting on their trade. The Chairman (Councillor G J Davis) was keen to point out that if this is the first street to be 'dug up', with the whole town planned, this would cause significant disruption to many more businesses and residents alike. Councillor Mrs. L Fellows added that she had been made aware that a small section of Trematon Close which had been 'dug up', and then when the road was made good again, there had been a strong smell of diesel left. The residents' took it upon themselves to wash the diesel residue away from the road. Councillor Mrs. J M Martin reiterated that Wildanet would have submitted an application to Cornwall Council for Fore Street to be closed for the works. The Town Mayor explained that the Clerk had already contacted Cormac with these concerns and it was agreed to follow up these issues/concerns with Wildanet. Action: Town Mayor and Clerk to reiterate to Wildanet that these concerns are not repeated, as well as ensuring that communication is much improved prior to any future works.</p> <p>b) Plastic Free: - Pursuant to minute 55-21D&L (a) Councillor Mrs. C E Goodman reported that the Surfers Against Sewage/Plymouth University/National Geographic six month debris tracker study is now complete, being undertaken at St John's lake foreshore / Sango beach. Councillor Mrs. Goodman is looking forward to the research findings which should be informative for the town locally as well as providing countywide Cornwall statistics as well as national and international research results. There is no further update on the community Plastic Free project.</p> <p>c) Town Council flier/newsletter for residents: - Pursuant to minute 55-21D&L (b) Councillor Mrs. L Fellows explained having met the Clerk to consider the content and timeline for the flier / newsletter. Members agreed it should be a Town Council newsletter and should be distributed to all households up to three times per year. It was agreed the content should be council themed and ideally would include key dates for forthcoming events. Councillor Fellows highlighted, it is hoped the first newsletter will be ready for publication and subsequently distributed by the end of November 2021.</p> | <p>Town Mayor/ Clerk</p> <p>Clr Goodman</p> <p>Clr Fellows/ Clerk</p> |

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| <p>d) M Sleeman bench at the Lawn, Thanckes Park: - Pursuant to minute 59-21D&L (d) Councillor J Tivnan BEM explained he is liaising with the Cornwall Council's Environment team about the possibility of installing a bench overlooking the beach area at Thanckes Park and has asked Cornwall Council to fund the bench, a reply is awaited.</p> | |
| <p>71-21D&L To consider the Council Business Risk Management a) Budget Variance – Finance Committee Responsibilities: - The Committee considered the August 2021 financial information (as circulated) and the items relevant to this Committee, there were no concerns. b) To consider Budget requirements for 2022-23, 2023-24 and 2024-25: - Members commenced discussions about future projects and reviewed the current amounts unspent in all the allocated reserves projects. The Chairman was keen to highlight that the 'Kitchen Equipment' should not be included in the allocated reserves projects and it is agreed the Clerk will provide a summary of the amount spent from reserves, including any committed amounts for 2021/22, at the next meeting, to better inform the budget setting plans for future years.</p> <p>The Chairman invited Members to highlight to the committee any other possible projects for the future, whilst reminding everyone to be mindful of spending which is planned for the parks and tennis courts improvements. Councillor Mrs. C E Goodman suggesting the committee considered setting aside funding for future improvements to be made to the Skate Park. The Chairman considered this suggestion as put by Councillor Mrs. Goodman and explained a lead for a Skate Park project would need to be sought for this to go ahead. Councillor J Tivnan BEM noted his preference would be to see Phase II of the Cambridge Field improvements to be completed, before progressing to financing and planning any improvements for the Skate Park.</p> | Clerk |
| <p>72-21D&L Items Referred to this Committee None.</p> | |
| <p>73-21D&L Policies referred to this Committee a) Development Plan Strategy: - The Chairman (Councillor G J Davis) was pleased to advise that he had now completed the DRAFT Strategy, with support from the Clerk, which had been circulated in advance for this meeting. The Chairman invited comments from Members, running through the document page by page. Several changes were suggested, including an extra page to be added for the Torpoint Library and Community Hub highlighting the services it provides and aspirations for the future. It is recommended the council adopts the revised and updated Torpoint Town Council Strategy, to be circulated in advance of the next Council meeting and ensures publicity of the same.</p> <p>Prior to making the recommendation as detailed, the Chairman invited all Members to contribute to the penultimate PowerPoint slide "How will we measure our success?" This prompted several suggestions and it is agreed for this to detail Council successes and milestones, with a timeline starting from six years ago when work on the Neighbourhood Plan commenced.</p> | <p>Council</p> <p>Clerk</p> <p>Clerk/ Cllr Davis</p> |
| <p>74-21D&L Devolution of the four Play Parks and tennis courts a) Report on the devolved sites from the Clerk: -</p> | |

| FACILITY | CURRENT STATUS/ACTIVITY | | |
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| BOROUGH PLAY PARK | i. Additional equipment required – part of the programme of work with Sports and Play Consulting. | Clerk | |
| 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. Lions fair held in September. iii. Unknown substance cleaned from the toddler slide. iv. Smashed. glass/ bottles cleared from Rubber matting. | | |
| CHESTNUT CLOSE PLAY PARK | i. Bespoke Sign built and now installed by the Ops Team. ii. Brambles trimmed back. | | |
| THANCKES PARK PLAY PARK | i. Bespoke park sign installed by the Ops Team. ii. Graffiti removed from the wall of Thanckes Park. | | |
| TENNIS COURTS | i. Closed to members of the public on Saturday 5th June. ii. Liaison between Operations Manager & contractor – additional quotations for fencing, gate plus additional works received and forwarded to Chairman and Vice Chairman 24th June. iii. Site meeting arranged for 30th June – Chairman, Vice Chairman and Operations Manager. iv. Hire of sweeper sourced and sweep undertaken of tennis courts and skate park. v. Lawn Tennis Association (LTA) contact – At September meeting Town Council approved installation of a gate (with power) to enable the tennis courts to become bookable, in the future, enabling financial longevity for the maintenance and upkeep of the courts, also ensuring that free use for the community is built into the timetable. Town Clerk/Operations Manager liaising with local electrician and also met with Western Power Distribution to obtain quotation for the power to be reinstated in the tennis hut, to then enable a quotation for an armoured cable to be installed, for power to the gate. In the meantime, whilst liaising with the LTA, they have indicated that there is an alternative gate option for council's consideration, which does not need power. Information on this is expected from the LTA in the next 48 hrs (and will be forwarded on receipt). vi. Ops Team are continuing with site tidying. | | |

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| | vii. Appointed contractor has undertaken repair work and has commenced installation of the additional fencing. | |
| OTHER ACTIVITIES | <p>i. Mowing. Regular mowing is now taking place since weather has improved, there have been issues with both mowers, but now repaired and replaced.</p> <p>ii. Skate park event organised by Team Rubicon was very successful (under AM&OC).</p> <p>iii. At September 2021 council meeting, council approved for Sports and Play Consulting to issue the tender for proposed works/improvements to play parks. Sports and Play Consulting held a site meeting with a possible tenderer Monday 4th October 2021.</p> <p>iv. Damage to new seat in the skate park. Unable to find the wood that was removed.</p> <p>v. Large bolder rolled down the bank into skate park.</p> <p>vi. Damage to the metal storage box in the skate park, repaired by Operations Team within 24hrs.</p> <p>vii. Gifted a 2nd palm tree, hoping to plant them both in Rendel park this month.</p> | |

The Clerk detailed an update from Sports and Play Consulting highlighting that currently there are two companies who have expressed an interest and are likely to bid for the work. However, there are some challenges with demand and resources, therefore the interest in the tender is slightly less than expected. A further update on progress with the tender is expected in the next two weeks.

Clerk

a) Tennis Courts (plus see below)

- i) The Clerk will seek an update on the tennis court improvements from the Operations Manager, which will be shared to Members of this Committee.

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

The Chairman presented the options as now fully detailed by the LTA for: -

Premium Gate (as previously discussed)

- Power supply required at gate point at a cost to Torpoint Town Council
- LTA grant fund the gate and the installation
- Annual maintenance c.£600/year +VAT
- Pin codes generated Free of Charge
- Gate can be linked to floodlights in the future (should this be a desire of the Council).

Lite Gate

- No initial outlay to the council as the gate is battery operated
- LTA grant fund the gate and the installation
- Annual maintenance c.£320/ year +VAT
- Council pay 15p per booking/code generated
- Codes are bought in bulk upfront
- If a customer cancels their booking, the Council essentially loses that 15p
- This gate does not automate with floodlights.

Following in depth discussion about whether the council would consider installing floodlights in the

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| <p>future, it was agreed with the current phase of improvements, which are likely to be followed by other improvements, floodlights would not be installed in the immediate future. Therefore, after due re-consideration of the information provided by the LTA the Chairman (Councillor G J Davis) proposed, this was seconded by Councillor J Tivnan BEM and it is recommended to work in partnership with the LTA to install the Lite gate, instead of the Premium Gate as formerly detailed.</p> | <p>Council</p> |
| <p>75-21D&L Planning Applications None.</p> | |
| <p>76-21D&L Localism a) Town Team Project Board: - Pursuant to minute 61-21D&L (a) the Chairman (Councillor G J Davis) explained the next meeting of the Town Team Project Board is scheduled for Tuesday 12th October 2021 and will be a physical meeting in the Committee Room, with an opportunity to join the meeting via MS teams link. The key agenda item will be to finalise the presentation for the Cornwall Council Cabinet visit on Wednesday 20th October 2021.</p> <p>b) Vision and other Projects. i) Swimming Pool Feasibility Study to be located in Torpoint, Cornwall: - The Clerk is to forward the results to the study to key stakeholders and publish the same on the website using the agreed press release. The Swimming Pool Feasibility steering group can then be established. ii) Torpoint Environmental Action (TEA) initiative: - Pursuant to minute 61-21D&L (b. ii) Councillor Mrs. C E Goodman explained: -</p> <p><i>Cornwall Gateway Climate Change Working Group</i> – Councillor Mrs. Goodman attended the inaugural meeting of this group on Thursday 16th September 2021 at 10am (virtual meeting) and provided an overview from the minutes of the meeting.</p> <p><i>Climate Literacy Course</i> – Councillor Mrs. Goodman has signed up for the Climate Literacy Course.</p> <p><i>Litter Volunteers (Rangers)</i> - The volunteers continue to pick litter weekly.</p> <p><i>TEA (Torpoint Environmental Action) Forward Planning</i> - The TEA logo competition entries are being combined. Councillor Mrs. Goodman minuted thanks to Katie-Marie Martin for working on the merging of these two similar concepts, adding it is hoped the final logo will be available soon. Councillor Mrs. Goodman continued that she is meeting with the Council Support Officer on Thursday 14th October, who is going to assist with the creation of a TEA Facebook page. This will be short term assistance from the Support Officer as it is intended that a community volunteer will take over the social media page in the future. Councillor Mrs. Goodman is hoping that the TEA initiative will be officially launched in March 2022 with a community event/presentation, community litter pick and the celebration of gaining Plastic Free Community Status.</p> <p>iii) Celebrate the Queen’s Platinum Jubilee 2022: - Pursuant to minute 61-21D&L (b. iii.) the first meeting of the working party is scheduled for Monday 11th October. Councillor Mrs. J M Martin highlighted the working party will look at the national events happening to celebrate the Queen’s Platinum Jubilee, these include a Beacon</p> | <p>Clerk</p> |

Lighting event on Thursday 2nd June 2022, a festival at Thanckes Park on Friday 3rd June 2022 and the opportunity for a Big Lunch celebration on Sunday 5th June 2022. The town events diary will be updated to include these activities.

c) Neighbourhood Plan: -

The Chairman explained the first meeting with the Heritage Statement contractor has taken place and a second meeting is scheduled for week commencing 18th October 2021. The Clerk will meet with the consultant in the Library and Community Hub, as the consultant is seeking further information from the Torpoint Archives and Heritage Centre.

77-21D&L Accounts for payment: -

| Contact Name | Invoice Number | Total | Tax Total | Net | Description |
|-------------------------------------|----------------|--------|-----------|--------|----------------------------|
| Corner News | Acc no 10361 | 46.00 | 0.00 | 46.00 | Newspapers for the library |
| Cornish Tea & Cornish Coffee Co Ltd | Inv SL53899 | 226.10 | 0.00 | 226.10 | Library Supplies |

78-21D&L Correspondence: -

a) Top 10 Buildings at Risk in Cornwall – Cornish Buildings Group: -
Noted.

b) Seminar, communities who interested in affordable housing and community-led housing, 20 October 2021 – CCLT (Cornwall Community Land Trust): -
Noted.

c) Notification of Highway Works Fore Street – Cormac: -
Noted.

79-21D&L Date of next meeting

Thursday 4th November 2021.

80-21D&L Any Business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 8.58pm _____ Chairman