



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 4th November 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. C E Goodman, 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.

	ACTION
<p>81-21D&L Apologies for absence Apologies for absence were submitted on behalf of Councillors Mrs. L Fellows, L E Keise and C R Sawyer.</p>	
<p>82-21D&L Declarations of Interest relating to items on the Agenda None.</p>	
<p>83-21D&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>Blinds for the building</i> – The CH&LDM explained some of the blinds on the windows in the Public Access computer area need replacing, this is an operational issue which will be actioned in due course. ➤ <i>Antony C of E Primary School</i>- The CH&LDM explained the school are putting together a cookbook for Christmas and charging £20 for an advert. The school are hoping to print a minimum of 100 copies just in time for Christmas. The Community Hub and Library are planning to fund a promotional advert in the cookbook. <p>b) Income (as circulated 010421 – 281021): - The income summary is noted. Clerk to set up a monthly Library café income and expenditure record, noting any profit accrued.</p> <p>c) Local Devolution Fund: - The CH&LDM explained full proposals for spending the Local Devolution Funding (as already agreed by Cornwall Council): -</p> <p><u>Considerations/proposals</u> To set up community partnerships; requirements for inside and outside the building (front and rear), as well as outreach provision. Also, reusable educational and play resources.</p> <p><i>Outside Front of the building</i></p> <ul style="list-style-type: none"> ➤ Environmental theme in partnership with Torpoint Environmental Action group, and collaboration with local schools. ➤ Already have the boat full of Royal Horticultural Society approved plants for pollinators, plus two picnic tables. ➤ An “L” shaped “Green Wall” to reduce air pollutants. ➤ Mural on brick wall. ➤ Insect hotel. ➤ Watch me grow planter. ➤ Mini beasts’ viewer. ➤ Mini beasts’ hotel. 	<p>Clerk</p> <p>CH&LDM</p>

- Wildflower meadow.
- Hanging baskets.
- Nesting box, perhaps with a live feed to existing monitor inside the building.
- In partnership with Pollenize CIC - Apiary with live feed to existing monitor inside the building.

Outside Rear of the building

- Pergola cover with retractable awning providing protection against both the sun and rain.
- Six outdoor backless benches.

Activities/Games

- Outdoor messy play, for example outdoor wooden playground mud kitchen.
- Selection of wooden games, for example giant Jenga.

Inside the building

Makerspace (STEAM), in partnership with local schools.

- Play Dough Circuits (conducts electricity).
- Construction kits, for example Lego, K'Nex, Makdo.
- Coding robots.

Games Club

- Classic family board games, plus young generation favourites, for example Dune.

Dementia Café.

- In partnership with the local social prescriber, giant puzzles and equipment to trigger memories.

Friends of Thanckes Park

- Outdoor Wooden reading and writing sheds, plus shelter in-between. These could help develop essential skills in a fun way, whether via the library and community hub in the future or not.

Members considered the suggestions as put by the CH&LDM and following debate it is agreed for the CH&LDM to compile these suggestions into a priced 'wish list' in priority order for council. It is therefore **recommended** this wish list is shared with Cornwall Council and the items included are subsequently purchased using £13,000 of Local Devolution Funding.

d) Lease on the building: -

The Clerk explained liaison is continuing with Cornwall Council to ensure the lease on the building is extended and it is therefore **recommended** to continue the liaison with Cornwall Council and the Council's Solicitor to enable the current lease on the library building to be extended beyond March 2022.

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

CH&LDM/
Council

Clerk/
Council

84-21D&L Minutes of the previous meeting

It was **resolved** that the minutes of the Development and Localism Committee meeting held on Thursday 7th October 2021 were taken as read, confirmed and signed by the Chairman.

85-21D&L Matters arising from the minutes

a) Wildanet: -

Pursuant to minute 70-21D&L the Clerk is still holding the DRAFT Agreement received from Wildanet for the Digital Community Hub and will ensure the CH&LDM has sight of the same before bringing forward to this committee for consideration. Councillor J Tivnan BEM is pleased to confirm Wildanet will not proceed with planned works which would have clashed with Remembrance Sunday. The Town Mayor (Councillor Miss Rachel Evans BEM) highlighted concerns over health and safety regarding some 'test patches' which Wildanet have undertaken around the town and agreed to follow up these concerns with Wildanet. Councillor M J Spurling enquired about specific details and dates for future planned road closures. This prompted discussion about when Wildanet are planning to return to Fore Street to undertake further works (on the opposite side to the previous works), as the Mayor had been advised that plenty of notice would be given to the traders and more importantly, disruption would not impact on trade in the lead up to Christmas.

Town Mayor

Clr
Goodman

b) Plastic Free: -

Pursuant to minute 70-21D&L (b) Councillor Mrs. C E Goodman has taken receipt of Individual Action Plans from Surfers Against Sewage for when she meets with the Torpoint and Rame Head Sea Cadets and is awaiting information from the Torpoint and Rame Head Sea Cadets, enabling a presentation to be delivered to them, to meet the agreed objectives.

Clr Fellows/
Clerk

c) Town Council flier/newsletter for residents: -

Pursuant to minute 70-21D&L (c) in the absence of Councillor Mrs. L Fellows, the Clerk explained the Council's recent decision to declare a Climate Emergency will now be included in the forthcoming Newsletter. The Clerk continued there has been a slight delay in writing the content, however, the schedule for printing and distribution is still on target for completion by the end of November 2021.

d) M Sleeman bench at the Lawn, Thanckes Park: -

Pursuant to minute 70-21D&L (d) Councillor J Tivnan BEM explained he is still waiting for a response from Cornwall Council's Environment team about the possibility of installing a bench overlooking the beach area at Thanckes Park and agreed this should be included on this committee meeting agenda, until a reply from Cornwall Council is received.

86-21D&L To consider the Council Business Risk Management

a) Budget Variance – Finance Committee Responsibilities: -

The Committee considered the September 2021 financial information, (as circulated) and the items relevant to this Committee, there were no concerns. The Chairman (Councillor G J Davis) reminded the committee of the Council's recent decision to declare a Climate Emergency, highlighting this may have a financial impact to the council.

b) To further consider Budget requirements for 2022-23, 2023-24 and 2024-25: -
Members returned to discussions about future projects which had commenced at the previous meeting. The Chairman highlighted, having now met with the Clerk, further information is now known about all the projects in allocated reserves.

Reserves Budget Variance					
1 Apr 2021 to 31 Oct 2021					
	Actual	Budget	Var GBP	Var %	Notes/Actions
Reserves					
Vision Projects	£4,425.00	£19,690.00	-£15,265.00	-77.5267%	Keep for future Vision projects
Advertising & Marketing	£0.00	£4,000.00	-£4,000.00	-100.0%	Keep for future marketing events (e.g. The Queen's Platinum Jubilee Festival)
Bench Replacement	£766.66	£1,849.00	-£1,082.34	-58.5365%	Keep for future bench replacement (AM&OC)
Civic Functions c/f 2020-21	£2,137.71	£3,000.00	-£862.29	-28.743%	Keep for future Civic functions
Community Chest Grants Third Parties	£0.00	£496.00	-£496.00	-100.0%	Adela Road signs ordered, will be spent once installed
Internal Projects/Equipment	£75.00	£12,146.00	-£12,071.00	-99.3825%	Rename: Video Conference & Projection facilities Council Chambers. Action consider this project for 2022/23.
Kitchen Equipment	£857.08	£19,063.00	-£18,205.92	-95.504%	Having reviewed the budget, recommend reallocation to Reserves – Play Areas
MUGA/Other	£0.00	£13,164.00	-£13,164.00	-100.0%	Clerk to correspond with MUGA group to establish whether £10k funding is still required. Recommend balance remaining (£3,164) is reallocated to Reserves – Play Areas
NDP Improvements	£4,325.00	£18,084.00	-£13,759.00	-76.0838%	Keep for future NDP project
Other External Projects/Equipment	£27.48	£4,910.00	-£4,882.52	-99.4403%	Keep for future external projects/equipment, also any Climate Emergency expenditure
Play Areas	£22,639.24	£105,030.00	-£82,390.76	-78.445%	Keep for future Parks projects – likelihood will spend £82k in this financial year for planned improvements
Section 137 C/F	£1,500.00	£9,409.00	-£7,909.00	-84.0578%	Keep for future Section 137 grant funding applications
Sec 137 C/F 2019-20	£0.00	£1,900.00	-£1,900.00	-100.0%	Keep for allocated S137 grant funded project
Total Reserves	£36,753.17	£212,741.00	£175,987.83	-82.7%	

Clerk

<p>Following Members' discussions it is recommended the Notes/Actions according to minute 86-21D&L (b) are updated for 2021/22, in preparation of the 2022/23 budget setting discussions.</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 and any possible expenditure having now declared a Climate Emergency. Councillor Mrs. C E Goodman again suggested the committee set aside funding for future improvements to be made to the Skate Park and then made the proposal, which was seconded by the Town Mayor (Councillor Miss Rachel Evans BEM) to recommend the Council sets aside £20,000 from currently unallocated reserves to a Skate Park improvement fund, for 2022/23 budget.</p>		<p>Council</p> <p>Council</p>												
<p>87-21D&L Items Referred to this Committee None.</p>														
<p>88-21D&L Policies referred to this Committee a) Development Plan Strategy: - The Clerk explained the DRAFT Strategy had not yet been updated, the Chairman and Clerk will arrange to update the document, in the expectation a recommendation can be put at the next meeting of the Town Council (to adopt the updated Torpoint Town Council Strategy).</p>		<p>Clerk/ Cllr Davis Council</p>												
<p>89-21D&L Devolution of the four Play Parks and tennis courts a) Report on the devolved sites from the Clerk: -</p> <table border="1"> <thead> <tr> <th>FACILITY</th> <th>CURRENT STATUS/ACTIVITY</th> </tr> </thead> <tbody> <tr> <td>BOROUGH PLAY PARK</td> <td>i. Additional equipment required – part of the programme of work with Sports and Play Consulting.</td> </tr> <tr> <td>CAMBRIDGE FIELD</td> <td>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. The Clerk is liaising with Cormac to enable the pavement curbs at this site to be dropped.</td> </tr> <tr> <td>CHESTNUT CLOSE PLAY PARK</td> <td></td> </tr> <tr> <td>THANCKES PARK PLAY PARK</td> <td>i. Bench in Thanckes play park has been repaired. ii. The damaged activity drum in Thanckes play park has been removed.</td> </tr> <tr> <td>TENNIS COURTS</td> <td>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</td> </tr> </tbody> </table>		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. The Clerk is liaising with Cormac to enable the pavement curbs at this site to be dropped.	CHESTNUT CLOSE PLAY PARK		THANCKES PARK PLAY PARK	i. Bench in Thanckes play park has been repaired. ii. The damaged activity drum in Thanckes play park has been removed.	TENNIS COURTS	i. Closed to members of the public on Saturday 5 th June. ii. Liaison between Operations 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	<p>Clerk</p>
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	<p>Operations Manager.</p> <p>iv. Hire of sweeper sourced and sweep undertaken of tennis courts and skate park.</p> <p>v. Lawn Tennis Association (LTA) contact – At the 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.</p> <p>Town Clerk/Operations Manager are liaising with a 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.</p> <p>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).</p> <p>vi. Ops Team are continuing with site tidying.</p> <p>vii. Appointed contractor has undertaken repair work and has commenced installation of the additional fencing.</p> <p>viii. Contractor meeting set up for week commencing 1st November to look at the snags, loose uprights, loose fittings and paint work that needs touching up.</p>	
<p>OTHER ACTIVITIES</p>	<p>i. Mowing. Grass cutting and general maintenance ongoing with no issues this month. Last cut will probably be November as ground is getting too wet.</p> <p>ii. Skate park - the ground water is bubbling through again.</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. Update from Sports and Play Consulting – "At the moment, only 1 company will be submitting a bid for the 3 sites, Sutcliffe South West. Unfortunately this may not be ideal as the timing for the tender during the Fuel Shortage plus a large increase in playground projects nationally has meant suppliers really need to pick and choose what they spend time on and allow for design resources."</p> <p>iv. Gifted a 2nd palm tree, hoping to plant them both in Rendel Park this month.</p>	
<p>The Clerk updated on the works at the Tennis Courts highlighting the contractor had been on site this week filling in holes around the new fence uprights where the tarmac had subsided since installation. The Operations Manager will soon have a site meeting with the contractor.</p>		<p>Clerk</p>
<p>Following a report from the Chairman of a broken swing at Thanckes Park Play Park, the Operations Manager has investigated the condition of the swing, which is structurally sound and will seek replacement swing quotations for the next meeting of the Asset Management and Operations Committee.</p>		<p>Clerk</p>

a) Consideration of results of Tender for Parks Improvements (as issued by Sports and Play Consulting).

The Chairman invited Members to consider the results of the Tender for Parks Improvement, which had been issued by Sports and Play Consulting. The Clerk explained the tender had been a compliant tender, with the Chairman adding, due to the value of the tender it had been published on the national Contracts Finder database. Only one supplier had submitted a tender for the parks improvements. Upon investigation the reasons other suppliers had not tendered, is largely due to playground suppliers completing outstanding projects which had been put on hold, plus the local site meetings were booked when there had been a national fuel shortage.

The summary of tender results are, as previously circulated and **Appended** to these minutes: -

Supplier Name	Park details	Equipment/ Installation/ Waste removal / Inspection	Price (£)	Less Special Discount (£)	Total cost of Scheme (£)
SutcliffePlay South West	Thanckes Park	Remove Donkey Springer Install Trampoline & Groundworks Inclusive Helicopter Springer Matting Skip/welfare/inspection	10,987.00	1,099.00	9,888.00
SutcliffePlay South West	Cambridge Field – Phase One	Removals Fortnight Castle Toddler Multi-Play unit Mulch Surfacing for Fortnight & Picnic Area 4m High Single Mast Space install and matting Cobra install and matting 2 Bay Swing 1 Basket Swing Mulch surfacing Goal ends Furniture Lifting gear/skip/welfare/ inspection	66,993.00	6,098.00	59,895.00
SutcliffePlay South West	Borough Park	New Basket set for existing swing frame/install Steel Monkey Bars / install Mulch surfacing Difficult access	11,268.00	1,268.00	10,000.00

<p>Following due consideration of the tender as received, Councillor J Tivnan BEM proposed, this was seconded by the Town Mayor (Councillor Miss Rachel Evans BEM) and it is recommended to instruct SutcliffePlay South West to undertake the improvement works to Thanckes Park Play Park, Cambridge Field (Phase One of proposals) and Borough Park Play Park, according to the quotations as detailed for a total amount of £79,993.00 (plus VAT). Funding for these improvements will be from Reserves – Play Parks, as well as grant funding which has been secured by the Friends of Thanckes Park Group – Clerk to liaise with the Friends of Thanckes Park regarding this funding.</p> <p>The Chairman (Councillor G J Davis) was keen to ensure the community are kept informed of the proposals, seeking their views and it is agreed for the immediate publication of the Parks Improvements/proposals on social media, as well as displaying these in the Library and Community Hub. The proposals will also be on display for all Members to view in advance of the November Council meeting.</p>	<p>Council</p> <p>Clerk</p> <p>Clerk</p>
<p>90-21D&L Planning Applications None.</p>	
<p>91-21D&L Localism a) Town Team Project Board: - Pursuant to minute 76-21D&L (a) the Chairman (Councillor G J Davis) had earlier the same evening given the PowerPoint presentation, which had been delivered to the Cornwall Council Cabinet at the meeting held on Wednesday 20th October 2021.</p> <p>The Chairman updated Members following the Cabinet visit, explaining that Cornwall Council Officers are due to meet tomorrow (5th November) and will then brief the local Member of Parliament, Sheryll Murray MP on the next steps. The next meeting of the Town Team Project Board is scheduled for Tuesday 23rd November 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. i) Swimming Pool Feasibility Study to be located in Torpoint, Cornwall: - The Clerk has today circulated the results of the Feasibility study to key stakeholders, as well as all Members and the document will be published on the Council’s website in the next 24 hours. Councillor J Tivnan BEM will now look to set up the Swimming Pool Feasibility steering group after the forthcoming Remembrance events have taken place. ii) Torpoint Environmental Action (TEA) initiative: - Pursuant to minute 76-21D&L (b. ii) Councillor Mrs. C E Goodman explained the group of seven members met yesterday (3rd November) and discussed: -</p> <ul style="list-style-type: none"> ➤ Friends of Thanckes Park – The Chairman of this group has organised previous Great British Spring Cleans, the group has a Plastics Policy and they are looking to place two recycling bins in Thanckes the Park, one in Bénodet Park and one at the Adela Road entrance. ➤ The Town Council Support Officer has been asked to combine the two drawings into one for a TEA logo. Once the logo is compiled the Facebook page can be launched. ➤ All the Plastic Free Allies have been emailed to seek permission to use any photographs 	<p>Cllr Tivnan BEM</p>

previously gained for plastic free accreditation purposes, on the Facebook page.

- Let's Talk Litter Survey-Clean Cornwall. Councillor Goodman continued, that having completed the survey, she was pleased to see the issue of litter arising from the recycling lorries on pick up day, on the survey, as litter volunteers acknowledge this is an issue, whilst acknowledging that the operatives are on a tight time schedule. Additionally, there are a high number of households who do not use sea gull proof bags, which is another reason rubbish ends up on the streets.
- Widening participation regarding litter volunteering, this will feed into the Great British Spring Clean, in March 2022. The CH&LDM will encourage litter picking around the vicinity of the Library and Community Hub.
- Planning for February Half Term 2022 environmentally focused activity plus Plastic Free update - The Library and Community Hub will have an environmental theme running in the February 2022 half term.
- Carbeile Junior School's Environment Group has invited Councillor Goodman to meet with their group and will use this as an opportunity to re-engage with all three Torpoint schools. Carbeile Junior School has sent some environmental posters, which were created by the children at the end of the Summer Term 2021.
- Councillor Goodman explained that Max, who is in Year 6 at school is a very keen litter picker, the Town Mayor (Councillor Miss Rachel Evans BEM) agreed to correspond with Max to thank him for all his litter picking efforts.
- Future TEA meetings are being scheduled to be held in the evenings and will be held prior to the monthly Development and Localism Committee meetings, in the Library and Community Hub.

Cllr Evans
BEM

The Chairman thanked Councillor Mrs. C E Goodman for the interesting update, highlighting it will be useful for the Plastic Free, TEA initiative and now the council's Climate Emergency declaration to be 'pulled together under one umbrella'.

iii) Celebrate the Queen's Platinum Jubilee 2022: -

Pursuant to minute 76-21D&L (b. iii.) the second meeting of the working party was held earlier this week and the planning of the events to celebrate the Queen's Platinum Jubilee in 2022 are progressing well.

c) Neighbourhood Plan: -

The Chairman explained: -

- i. The Heritage Statement contractor has recently visited Torpoint and they are progressing the work towards completion;
- ii. A Neighbourhood Plan steering group meeting will be scheduled in due course, to enable the group to work together to complete the assessment forms for the 16 green space allocations. The planning consultant has started completion of the forms, however, more information is needed to progress the green space allocations;
- iii. The Clerk has to prioritise the knowledge base in the next month, in order for the work on the Neighbourhood Development plan to remain on target for initial submission to Cornwall Council.

Cllr Davis/
Clerk

Clerk

92-21D&L Accounts for payment: -

Contact Name	Invoice Number	Total	Tax Total	Net	Description
Scott Falkiner	Invoice Poppy Torpoint	75.00	0.00	75.00	Poppy art (as agreed at October 2021 Council meeting)
Kathy's Fruit & Veg	Invoice 73	34.60	0.00	34.60	Cafe provisions
ASG Security	Invoice 37000	137.47	22.91	114.56	Alarm batteries
RD Johns Ltd	Invoice 635229	32.24	2.19	30.05	Café provisions

93-21D&L Correspondence: -

- a) Rural Community Energy fund – funding available: -
Noted.
- b) Let's Talk Climate Action 8 November – Cornwall Council: -
Noted.

94-21D&L Date of next meeting

Thursday 2nd December 2021.

95-21D&L Any Business that has been disclosed to the Chairman and members prior to the meeting.

- Community Network Scheme update – noted.
- 20mph update from Cornwall Council – noted.
- Friends of Thanckes Park Maintenance – K Moon – noted.

Meeting closed at 8.04pm _____ Chairman