



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 2nd December 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, C R Still, J Tivnan BEM, plus the Town Clerk & RFO (Clerk) and the Community Hub and Library Development Manager (CH&LDM).

IN ATTENDANCE: Councillor Mrs. J M Martin.

	ACTION
<p>96-21D&L Apologies for absence Apologies for absence were submitted on behalf of Councillors M G Spurling and B A Walsh.</p>	
<p>97-21D&L Declarations of Interest relating to items on the Agenda a) Councillor J Tivnan BEM declared a Non-pecuniary interest in Agenda item 12 – Accounts for payment (RBL) as a Member of the Royal British Legion.</p>	
<p>98-21D&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>Work experience students'</i> – The CH&LDM is working to host work experience students' in the Library and Community Hub. ➤ <i>Torpoint Environmental Action (TEA) group</i> – There are initial discussions about the opportunity of starting a 'Repair café', which would be run from the Library and Community Hub. More details to follow. ➤ <i>Wildanet</i> – The CH&LDM has spoken to a Wildanet representative, who advised that they had been unsuccessful with their digital hub funding application. Should this change in the future, they will be in touch with us again. ➤ <i>Well-being Hub</i> – The CH&LDM explained the Well-being Hub is now being run by the social prescriber on a weekly basis and up-take/attendance at the session is increasing every week. ➤ <i>Social media coverage</i> – There has been a significant increase (72%) in the number of Facebook 'likes' since the beginning of 2021, with nearly 1,000 people following the page. <p>b) Income (as circulated 010421 – 281121): - The income summary is noted.</p> <p>c) Local Devolution Fund: - The CH&LDM explained the full local devolution fund proposals, as agreed at the November Council meeting have been forwarded to Cornwall Council for their consideration and a decision on the funding award is expected very soon.</p> <p>d) Lease on the building: - The Clerk explained liaison is continuing with Cornwall Council to ensure the lease on the building is extended, this will be for three years, the CH&LDM added that a Cornwall Council Office is attending the site next week (7th December) to undertake a condition survey of the building and it is anticipated a copy of the report will be shared with the council. (The Community Hub and Library Development Manager left the meeting at this point.) Members agreed that in future the CH&LDM should provide a report for every Development and Localism Committee meeting and attend meetings every quarter.</p>	CH&LDM

<p>99-21D&L Minutes of the previous meeting It was resolved that the minutes of the Development and Localism Committee meeting held on Thursday 4th November 2021 were taken as read, confirmed and signed by the Chairman.</p>	
<p>100-21D&L Matters arising from the minutes a) Wildanet: - No further update on Wildanet. Members' agreed to remove from future meeting agenda's.</p> <p>b) Plastic Free: - Pursuant to minute 85-21D&L (b) Councillor Mrs. C E Goodman joined the Surfers Against Sewage online event on 26th November 2021. There are 831 Plastic Free Community Groups working around the country. Councillor Goodman is now looking for five Torpoint businesses to work with in order to complete the Community Plastic Free objectives and attended Carbeile Junior School earlier today to meet with some students who are in an Eco Group at the school. The target for completion of Plastic Free status continues to be March 2022.</p> <p>c) Town Council flier/newsletter for residents: - Pursuant to minute 85-21D&L (c) the Clerk explained there has been a further delay with writing the content, which has changed a number of times, with the schedule for printing and distribution now pushed out to be completed in December 2021.</p> <p>d) M Sleeman bench at the Lawn, Thanckes Park: - Pursuant to minute 85-21D&L (d) Councillor J Tivnan BEM explained he is continuing to chase Cornwall Council's Environment team about the possibility of installing a bench overlooking the beach area at Thanckes Park and is awaiting a reply.</p>	Clerk
<p>101-21D&L To consider the Council Business Risk Management a) Budget Variance – Finance Committee Responsibilities: - The Committee considered the October 2021 financial information, (as circulated) and the items relevant to this Committee, there were no concerns.</p>	
<p>102-21D&L Items Referred to this Committee None.</p>	
<p>103-21D&L Policies referred to this Committee a) Development Plan Strategy: - The updated Strategy had been circulated, the Chairman thanked the Clerk for updating the Strategy and compiling the final slide of Successes and Milestones. With agreement for the Section 137 grant annual minimum amount to be £7,500, plus additional changes to 'Council and Committee Meetings' slide, as well as amendments to the final slide, it is recommended the Torpoint Town Council Strategy is adopted, with a copy distributed to all Members and key stakeholders of the council, published on the website with a link to the Strategy published on social media.</p>	Clerk Council
<p>104-21D&L Devolution of the four Play Parks and tennis courts a) Report on the devolved sites from the Clerk: -</p>	

FACILITY	CURRENT STATUS/ACTIVITY	
BOROUGH PLAY PARK	i. Tender approved for additional equipment – 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. Awaiting quotation to replace the surfacing under the Supernova after recent spates of vandalism where the Matta surface has been ripped up and thrown around the park and over the wall. iii. Tender approved for additional equipment – part of the programme of work with Sports and Play Consulting.	
CHESTNUT CLOSE PLAY PARK	i. Operations Manager to price up wooden post rail fencing for installation in Winter months.	
THANCKES PARK PLAY PARK	i. Tender approved for additional equipment – part of the programme of work with Sports and Play Consulting. ii. Clerk to liaise with FoTP group regarding trampoline being installed, to ensure funds are transferred across in time for installment/payment next year. iii. 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. 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. iii. Operations Manager has had no success in arranging a site meeting, therefore has been to the office of AMS Fabrications, has spoken to a member of staff and shared videos of the work still to be rectified.	
OTHER ACTIVITIES	i. Mowing, grass cutting and general maintenance ongoing with no issues this month. Slowing down due to wet weather last cut will probably be next month as the ground is getting too wet. ii. Skate park - the ground water is bubbling through again. iii. At November 2021 council meeting, the Town Council considered the results of the tender as circulated by Sports and Play Consulting. SutcliffePlay South West have now been awarded the contract to undertake the works at Borough Park Play Park, Thanckes Park Play Park and Phase I of improvements/works at Cambridge Field. Clerk & RFO has signed the Contractual Agreement between Sutcliffe (South West) Ltd., with Sports & Play Consulting appointed Contract Administrator, on behalf of the Council (copy as circulated) to instruct all works. iv. Gifted a 2nd palm tree, the first one is now planted, the second one is awaited to be planted in Rendel in Spring 2022. v. Quote for Annual Parks Equipment Safety checks has been received, purchase order to be issued. vi. All Mono Safety gates need repair adjusting, the manufacturer is in Kent and	

	<p>does not have technicians based in the South West. Operations Manager to send videos of faults and they will advise repair solutions. If overly complicated then the Operations Manager will ask Sutcliffe Play to undertake whilst they are working on other parks projects.</p>	
<p>The Clerk drew Members attention to the vandalism caused to the surfacing underneath the 'Supernova' equipment at Cambridge Field, explaining that a quotation and advice for the repair or replacement had been sought from Sports and Play Consulting on the best way forward. The quotation had just been received (earlier today) and the Operations Manager had not had the opportunity to consider the contents and offer further advice/next steps. The Clerk will seek further information from the Operations Manager, before presenting proposals on the way forward. The Chairman highlighted that should the surfacing need completely replacing, then this could be incorporated into the works/improvements planned for 2022. Clerk to action a Crime report to the Police</p> <p>The Clerk explained the Operations Manager has been trying to arrange a site meeting with the tennis courts contractor and as soon as the meeting has taken place, all Committee Members will be given an update on the plans and timings for the tennis courts re-opening. The Chairman reiterated that as long as fencing is erected around the steps, then this should not delay the re-opening.</p>		<p>Ops Mgr/ Clerk</p> <p>Ops Mgr/ Clerk</p>
<p>105-21D&L Planning Applications a) PA21/11222 – Two storey side extension and single storey rear extension, 48 Grove Park, Torpoint, PL11 2PP: - No observations or objections.</p>		
<p>106-21D&L Localism a) Town Team Project Board: - Pursuant to minute 91-21D&L (a) the Chairman (Councillor G J Davis) updated Members following the recent meeting of the Town Team Project Board, held on Tuesday 23rd November 2021. Following the Cabinet visit, the Strategic Outline Case for the entire solution continues to be drafted for submission, with now a dedicated focus on 'Phase 1 projects', which are: -</p> <ul style="list-style-type: none"> ➤ Phase 1 Cycle Route and Hubs and Foot Ferry. <p>There is also additional Project work to be completed: -</p> <ul style="list-style-type: none"> ➤ The Adoption of Transport Strategy, following consultation and Pedestrian Environmental Review (Cormac). <p>At the meeting it was considered whether proposed cycle network connectivity could be included in the emerging Neighbourhood Development Plan. The Chairman explained this is not currently included in the current scope of works with the NDP Consultant and therefore there could be an additional cost for this piece of work. The next Town Team Project Board meeting is scheduled for Monday 13th December 2021 and will be a physical meeting in the Committee Room, with an opportunity to join the meeting via MS Teams link. The Chairman explained Cornwall Council's Vitality Funding team has requested a monitoring update, the Clerk will action a reply in due course.</p>		<p>Clerk</p>

b) Vision and other Projects.

i) Swimming Pool Feasibility Study to be located in Torpoint, Cornwall: -
Councillor J Tivnan BEM will look to set up the Swimming Pool Feasibility steering group in the New Year.

ii) Torpoint Environmental Action (TEA) initiative: -

Pursuant to minute 91-21D&L (b. ii) Councillor Mrs. C E Goodman explained the group had met earlier this evening, prior to this meeting, with the following actions already undertaken and/or agreed: -

- Councillor Goodman has joined an online litter Forum this week;
- The focus is on planning environmental activities for the February 2022 half term week;
- A litter pick is being planned as part of the Great British Spring Clean in March 2022;
- Provided feedback from the Climate Change working group;
- Councillor Goodman attended the People's Climate Festival in St. Austell, meeting/networking with some very interesting groups;
- TEA Facebook page has been launched this week.

Following a question from the Chairman, it is agreed for this initiative to remain under the council 'umbrella', until it is ready to be a stand-alone project and then reported to the Council via 'Reports from outside bodies'.

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

Pursuant to minute 91-21D&L (b. iii.) the Clerk explained a funding application is now being submitted to The National Lottery Community Fund, for £10k, to support the activities being planned to celebrate the Queen's Platinum Jubilee 2022. Members' agreed to remove from future meeting agenda.

c) Neighbourhood Plan: -

The Chairman explained the Neighbourhood Plan steering group are meeting on Monday 6th December and will be undertaking work towards the Neighbourhood Development Plan. The Clerk has now started the knowledge base work.

Cllr Tivnan
BEM

Clerk

107-21D&L Accounts for payment: -

Contact Name	Invoice Number	Total	Tax Total	Net	Description
BS Embroidery Plus	Invoice 2946	74.85	12.47	62.38	Staff uniform
HSS Hire	Invoice 60651123	432.00	72.00	360.00	Niftylift HR12 BI-FUEL for Christmas lights
Complete Business Solutions Group Ltd	Invoice SINV0295900 1	27.18	4.53	22.65	Stationery
Royal British Legion - Torpoint Branch	Invoice remembrance wreaths	55.50	0.00	55.50	C type poppy wreaths
Cornish Tea & Cornish Coffee Co Ltd	Invoice SL55278	254.60	0.00	254.60	Café supplies

British Telecom*	Ac no. WW 34112427	37.20	6.20	31.00	Bar Phone	
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<p>* The two British Telecom (BT) invoices were presented for payment at the meeting, the Clerk explained that these invoices had not been sent to the Town Council and therefore had incurred late payment charges which had now been removed by BT.</p> <p>The Clerk explained the telephone formerly located in the bar has now been removed, it is agreed to include a note on the hirer's terms and conditions form, to explain that there is no telephone available on the premises, to be used in the event of an emergency.</p>						Clerk
<p>108-21D&L Correspondence: -</p> <p>a) Fore Street Lining Alterations (Wednesday 24th November) – Cormac: - Noted. The Harbour Street lines are wrong, Councillor J Tivnan BEM agreed to raise this issue with Cormac.</p> <p>b) Christmas Rubbish and Recycling Collections – Cornwall Council: - Noted.</p> <p>c) National Tree Week and help plant Forest for Cornwall – Cornwall Council: - Noted.</p>						Cllr Tivnan BEM
<p>109-21D&L Date of next meeting</p> <p>Thursday 3rd February 2022 (Location - Torpoint Library and Community Hub).</p>						
<p>110-21D&L Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <p>➤ The Chairman explained the council had received a Freedom of Information (FoI) request from a resident – K Moon. The FoI sought answers to questions regarding the Tennis Courts disabled access. The correspondence was read out and shared on the screen and the Chairman read out a draft reply, which had been compiled in advance of the meeting. Members approved the reply and directed the Clerk to reply, copying in the Friends of Thanckes Park (FoTP) group, as they are mentioned in the correspondence as well as the council representative of the FoTP group, Councillor M J Spurling.</p>						Clerk
Meeting closed at 8.02pm _____ Chairman						