

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Forward Planning Committee held on Thursday 5<sup>th</sup> September 2013 at 7.00pm in the Mayors Parlour, 1-3, Buller Road, Torpoint.

**PRESENT:** - Councillor E H Andrews (Chairman), Councillor M N Pearn MBE (Town Mayor), Councillors Mrs K Brownhill, G J Davis, Mrs C E Goodman, L E Keise Mrs J M Martin and J Tivnan plus the Town Clerk.

### **45- 13FP. Apologies for absence**

Apologies for absence were submitted by Councillor Mrs C A Jackson.

### **46- 13FP. Declarations of interest relating to items on the Agenda**

None.

### **47- 13FP. Minutes of the Previous Meeting**

The minutes of the meeting held on Thursday 4<sup>th</sup> July 2013 were taken as read, confirmed and signed by the Chairman.

### **48- 13FP. Matters arising from the minutes**

#### a) CCTV:-

Pursuant to minute 34-13FP (b) the Town Administrator is pursuing this item and the Clerk will ascertain progress to date.

#### b) Heating System:-

Pursuant to minute 34-13FP (d) Councillor G J Davis confirmed that he had not furnished the Town Administrator with contact details of an appropriate "green" heating supplier but the Clerk would ask the Town Administrator to obtain the necessary quotations as a matter of urgency. The Clerk drew attention to the staffing matters and asked the Systems and Procedures Working party to meet as agreed this month.

#### c) Any Business that has been disclosed to the Chairman and members prior to the meeting:-

Pursuant to minute 44-13FP the Town Mayor reported receipt of a telephone call from the Torpoint Library asking the Council not to sell seagull proof bags in direct competition to the Library. The Mayor had asked the Clerk to delay purchasing any bags pending discussion with this Committee and approval by Council. After discussing this matter it is **recommended** that the Council does not pursue the purchase and re-sale of the bags and that the Library should have exclusivity in selling the bags.

### **49- 13FP. Policies applicable to this Committee**

#### a) Health and Safety Policy:-

Members considered the original policy (as circulated) together with additional appended items as compiled by Councillor J Tivnan (as circulated). The Chairman thanked Councillor Tivnan for his work in this area. Councillor Tivnan spoke on the methodology of the process and options available and announced that there would probably be around 20-30 additional polices to be appended to the main document. Councillor Tivnan explained the position and how it applied to staff and confirmed that training and CPD was essential for staff in ensuring that the policies and related processes were implemented correctly. The Chairman questioned the way forward and following further discussion it was **recommended** that the Council temporarily continue with the current

document as the default position and that further consideration to the final document with the appended amendments is deferred until the next meeting of this Committee for consideration and formal adoption. The possibility of compiling a skills audit of members was also discussed and in particular the benefits of knowing member's areas of knowledge and expertise were extolled. It was stressed that participation in such an audit would be voluntary and confidential with the information held by the Clerk or Administrator. The analogy of similar audits in other areas was noted. The Clerk would discuss this possibility of compiling an audit with Councillor Mrs J M Martin drawing on the expertise of Councillor Mrs Martin in the field of human resources.

**50- 13FP. Items referred to this Committee**

None.

**51- 13FP. Health & Safety**

None in addition to the matters discussed under the Health and Safety minute.

**52- 13FP. Town Council Development Plan**

Councillor J Tivnan spoke on the suggestion of a parish or town survey that would engage with public to establish the needs and aspirations of the residents. The Council would be in a better position to understand what the public aspired to in the town that would lead to a top down bottom up approach to decision making. Councillor Mrs C E Goodman noted that a similar exercise had been undertaken to investigate the needs and requirements in the sporting arena with some very useful feedback. The Chairman reminded members that the Gateway CNA were currently undertaking a similar exercise. It was noted that there is a meeting with Councillors in early October to discuss Neighbourhood Planning and planning development. Following further discussion it was **resolved** that an agenda item entitled "Localism" is added to future agendas to discuss amongst other matters, the proposed questionnaire and to establish key dates to set milestones and outcomes. Councillor Tivnan also spoke on the run-down condition of the tennis courts in Thanckes Park and suggested that a contact in Cornwall Council had indicated that finances could be made available. The Town Mayor quoting from a received email from Cornwall Council, commented that the author had confirmed that the tennis court surface was suitable for general use but was not up to the required standard for matches and tournaments. Councillor Mrs C E Goodman observed that the courts were often monopolised by a few players and that the area had now been subjected to vandalism. Councillor Tivnan offered to make contact with his conduit at Cornwall Council and report back to this Committee next month. The Clerk reminded members that should this Council seek to become involved in the security of the area then appropriate risk assessments should be undertaken for staff especially in any confrontational situations.

**53- 13FP. Council Chambers**

The Clerk reported receipt of a letter from the Town Mayor seeking to use the Annexe for use by the Torpoint Archives. It was reported that the Finance and general Purposes Committee had recommended that this item is discussed by Council. The Committee concurred with the recommendation from the Finance and General Purposes Committee.

(The Town Mayor declared a non-pecuniary interest as a member of the Torpoint Archives Committee).

The Committee then inspected the work in progress to reconfigure room 1 and the reception area that was being undertaken by the new occupier of room 1. The Committee expressed satisfaction with the work undertaken and it is **recommended** that delegation be given to the Clerk and Town

Administrator to discuss the further reconfiguration arrangements and any financial or other implications subject to the disabled access being retained and that fire and emergency egress from the area is to the required standard.

**54- 13FP. Correspondence**

a) RBL Poppy Appeal – Wreath Order

Noted. Councillor J Tivnan reported that the order had been placed.

b) SW Water – Water Future Proposals and Choices 2015-2020

Noted.

c) Torpoint and Rame Active Community Sports Network – Copy of a letter of thanks for the contribution toward the planning application.

Noted.

**55- 13FP. Planning Applications**

None.

**56- 13FP. Accounts for Payment**

PAYEE	REASON	GROSS	VAT	NET
Torpoint Computers (S Parkin)	Memory Stick	8.00	1.33	6.67
Clear Sight	Window Cleaner	60.00	0.00	60.00
PWLB	Loan Repayment	17599.99	0.00	17599.99

**57- 13FP. Date of the Next meeting**

Thursday 3<sup>rd</sup> October 2013.

**58- 13FP. Any Business that has been disclosed to the Chairman and members prior to the meeting**

- Councillor J Tivnan suggested that a “duty Councillor” is appointed on a rota base to staff the tea hut in Benodet Park on possibly a weekend basis to engage with the public on matters within the town. Councillor Tivnan observed that the tea hut is a useful facility that is currently under used. Members suggested that the facility is made available to organisations at a nominal rental to assist the organisation to raise finances. It was therefore suggested that a duty Councillor becomes part of the suggested scenario and members volunteers would be sought to take on the role.
- Councillor Tivnan suggested that the website contains a forum for members of the public to raise matters with the town council. It was noted that a facility currently exists in the form of an enquiry document for the public to raise any matters with the Town Council. It was also noted that Antony Parish Council had sought permission to post minutes of their meetings on the Council website and that the Committee expressed the desire to welcome and co-operate with the neighbouring Council. Councillor Tivnan also suggested that greater publicity is given to the events calendar with a suggestion that monthly events are posted on notice boards.
- Councillor Tivnan spoke on the poor condition of Adela Road and criticised previous attempts by various parties to resolving this matter by having no audit trail in the process. Councillor Tivnan expressed the view that any investigations had to be clearly documented. Councillor Tivnan suggested that the Town Council become involved in this process by attempting to

establish who owned the road as it is understood that the current position is that it is "privately owned" but with no known owner.

- It was noted that the announcement of the Cornwall in Bloom competition would be made at the Eden Project on the 17<sup>th</sup> October 2013.
- The Town Mayor informed members that the problem of grease from a takeaway in the town is being dealt with by Cornwall Council Environmental Services and it is anticipated that the matter would be resolved shortly. The Mayor also reported that the dog bins are being emptied 3 times a week.
- Councillor Tivnan sought support for this Council to look to provide the parks maintenance (including Sparrow Park) and road sweeping and ancillary services currently provided by Cornwall Council/CORY. The Clerk would email the portfolio holder and officer dealing with localism.
- The Town Mayor informed members that the Torpoint Youth project would be presenting a video of the Youth Arts Festival to members at 6.30pm prior to the Council meeting on the 19<sup>th</sup> September 2013.
- The Town Mayor drew attention to the poor condition of Rendel Park and Benodet Park flower beds suggesting that the flower beds had been neglected and lacked colour and vibrancy. It was noted that the quality control mechanisms had not been fully implemented as a result of the paucity of staff as a result of staff sickness absence together with absorbing additional duties. The Mayor suggested that the council engage with a qualified gardener to rectify the problem. Councillor J Tivnan offered to assist the council in this matter. Following discussion it is **recommended** that the Council engage a suitably qualified gardener to undertake the maintenance of the flower beds in Rendel and Benodet parks (and also possibly Sparrow Park) and to consider other areas of the town that are suitable to be aesthetically improved. The Clerk would liaise with Councillor Tivnan on implementing a planting programme and who would in turn, make contact with the Plymouth City Council Parks Department as a source of plants and vegetation.

Meeting closed at 8:40pm .....Chairman