

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Forward Planning Committee held on Thursday 3<sup>rd</sup> October 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.

### **59- 13FP. Apologies for absence**

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

### **60- 13FP. Declarations of interest relating to items on the Agenda**

The following declared non-registerable interests on the following items:

Town Mayor (Councillor M N Pearn MBE) – on matters relating to the RNA (as a member of this organisation)

Councillor E H Andrews – on matters relating to the RNA (as a member of this organisation)

Councillor L E Keise – on matters relating to the RNA (as a member of this organisation)

Councillor J Tivnan – on matters relating to the RNA (as a member of this organisation)

### **61- 13FP. Minutes of the Previous Meeting**

The minutes of the meeting held on Thursday 5<sup>th</sup> September 2013 were taken as read, confirmed and signed by the Chairman.

### **62- 13FP. Matters arising from the minutes**

a) CCTV:-

Pursuant to minute 34-13FP (b) the Town Administrator is pursuing this item.

b) Heating System:-

Pursuant to minute 48-13FP (b) it was reported that 2 further written quotations had been received of which at least one was de-minimus and beneath the Financial Regulations on tenders (see financial regulations 11(a) and complied with the regulations on written quotations). It was resolved that a small working group consisting of the Town Mayor, Town Clerk and Councillor J Tivnan (for professional health and safety input) would meet to compile a spreadsheet for presentation at Council of the quotations, prior to this Councillor G J Davis (in his professional procurement capacity as a member of the Institute of Purchasing) would review the quotations and offer advice to the group prior to presentation at Council.

c) Town Council Development Plan:-

Pursuant to minute 52-13FP the Town Mayor reminded members that training on Neighbourhood Planning would take place in the Council Committee Room on Monday. Members discussed the differentiation between the Neighbourhood Plan and the Development Plan with the Development Plan being owned by the Town Council whereas the Neighbourhood Plan was primarily a community initiative. Members were reminded to bring the development plan to the precept meeting in November to be used as part of the budget setting exercise.

d) Council Chambers:-

Pursuant to minute 53-13FP it is understood that the occupier of rooms 1 & 2 have indicated that they might wish to rent further rooms in the complex. It was further understood that the occupiers would brief members as to possible ideas and plans. Matters relating to health and safety and

access were raised although it was conceded that no real observations could be made until members were in possession of the occupier's aspirations. The Mayor confirmed that disabled access and egress was a condition of the use of the reception area.

e) Any Business that has been disclosed to the Chairman and members prior to the meeting:- Pursuant to minute 58-13FP it was reported that quotations undertaking the garden work at the two parks operated by the Council for 2014 were awaited, although it was noted that work to Rendel Park was urgent given the official opening at the end of October. It was also suggested that Sparrow Park is included in the quotation subject to any arrangement with Cornwall Council. Councillor J Tivnan reported that he has contacted both Plymouth City Council and Woking Council's to review procurement and planting. It was noted that currently licences have been issued to allow the Lions to maintain Harvey Street hill and for Councillor Tivnan to maintain the area adjacent to Udal Garth as a private individual. Councillor Tivnan suggested that the Town Council pursue a similar exercise with Sparrow Park. Councillor Tivnan concluded by suggesting that companies could sponsor the maintenance arrangement in a similar vein to that in existence with the current licenced areas. The Clerk reported that he has emailed the officer in charge of localism, the port-folio holder for localism and other operational officers and responses are awaited. Pursuant to minute 58-13Fp whilst it was confirmed that the facilities existed for the public to respond to e-enquiries on the website, Councillor J Tivnan suggested that this should be advertised more fully. Councillor E H Andrews reminded Councillor Tivnan that the web address was advertised on all the council notice boards but that the Town Administrator would review the current strategy. Pursuant to minute 58-13FP it was noted by the Mayor that following investigations with the Land Registry Adela Road had no known owner although it was suggested that ownership could default to the Duchy of Cornwall. The Mayor reported that he has contacted the Duchy of Cornwall on this matter and is awaiting a response.

### **63- 13FP. Policies applicable to this Committee**

a) Fire Evacuation Procedure:-

The procedure (as circulated) was considered by the Committee. Councillor Tivnan observed some points on the current procedure and offered to update the document within the general framework of the Health and Safety policy. It was **resolved** that this document would in future be considered as an integral part of the Health and Safety policy subject to Councillor Tivnan reviewing the document.

### **64- 13FP. Items referred to this Committee**

a) Items referred from the Finance and General Purposes Committee:-

i) Royal Naval Association – Request for financial assistance:-

Due to the large number of members declaring a non-registerable interest this matter was referred to Council for further consideration.

ii) Overtime Claims:-

The Clerk referred to the report prepared by the Town Administrator on the amount of overtime now being worked as a result of the long and short term sickness absence. The report is available for members from the Town Administrator. Councillor Mrs J M Martin suggested that research is carried out to establish if it is cost effective for this Council to pay for any investigative medical processes if it hastens the return to work of the employee.

iii) Debtors and Creditors:-

The Clerk referred to the report prepared by the Town Administrator and highlighted the key points. The report is available for members from the Town Administrator.

b) Localism:-

The Chairman opened discussions by referring to a meeting with Antony Estates to discuss proposals for the Defiance Field and surrounding area. It was suggested that this proposal might be included within the framework of the Neighbourhood Development Plan subject to the consultations with residents of the town. Councillor J Tivnan spoke at length on this subject and the methodology that might be considered when undertaking the consultation exercise. It was noted that Saltash had commenced the process. The Town Mayor reported that the Chairman of Cornwall Council together with possibly the Chief Executive of Cornwall Council would be visiting the town shortly. The Clerk advised members that he has been in contact with the Officer heading the localism agenda, the Leader, Port-folio holders for Localism and Transportation to convey the aspirational list of services that this Council are interested in taking over. A response is awaited. It was further **recommended** that the Council investigate refuse collection and in particular what happens to anything that is not recycled. Councillor Tivnan spoke on the provision of "hot bins" in Thanckes Park.

**65- 13FP. Health & Safety**

Councillor Tivnan confirmed that there is currently no further progress on the production of the health and Safety policy. The current policy and attachment would remain as the default position until the amendments have been made. Councillor Tivnan also assured members that he would arrange the necessary CPD for staff to enable full compliance with the new arrangements and concluded by speaking on matters relating to the fire alarm and the method of simultaneously eliminating the gas supply to reduce the fire risk.

**66- 13FP. Town Council Development Plan**

Whilst it was acknowledged the Development Plan would form an integral part of the precept deliberations in November it **resolved** to retain this agenda item for reference.

**67- 13FP. Council Chambers**

Nothing further to report on this matter. The Clerk is meeting with the Torpoint Archives to arrange a viewing and discuss the relocation arrangements.

**68- 13FP. Correspondence**

a) Cornwall Council Chairman John Wood – Appreciation letter of the Freedom Ceremony  
Noted.

b) Tate Gallery, St Ives – Information Booklets  
Noted and distributed.

c) Wallgate – Facilities Servicing in the Public Conveniences.  
Noted. The Town Administrator would pursue this matter.

**69- 13FP. Planning Applications**

a) PA13/08386 – St James Guesthouse, St James Road, Torpoint – Change of use of Guesthouse (C1) to dwelling.

No objections although disappointment was expressed that the town will be losing another guest house.

**70- 13FP. Accounts for Payment**

PAYEE	REASON	GROSS	(VAT)	NETT
Streetmaster	External benches (3)*	2,703.60	450.60	2,253.00
Torpoint Hardware & DIY	Various materials	84.20	14.03	70.17
Viking Direct	Stationery	124.63	14.94	109.69
BT Payment Services	Telephone	235.96	39.32	196.64
JD Design (M N Pearn)	Repairs - Mayoral Chain	20.00	0.00	20.00
Any Occasions	Catering - Freedom Ceremony	1,004.40	0.00	1,004.40
Don Benson	Clock Winding	28.00	0.00	28.00
NDF Civil & Property Ser	Bases/Plinths Benches	540.00	0.00	540.00

- One external bench plus plaque is a commemorative bench in memory of Tom Brock and will be charged accordingly. The Council will include the bench in the fixed asset schedule as it has done previously with other commemorative benches.
- The Town Administrator would review charges for utilities and telecoms.

**71- 13FP. Date of the Next meeting**

Thursday 7<sup>th</sup> November 2013.

**72- 13FP. Any Business that has been disclosed to the Chairman and members prior to the meeting**

- The Town Mayor spoke on the paucity of space within the complex to store equipment and cited the recently purchased scaffold tower and the millennium beacon that is currently being stored at Trevol Business Park. The Mayor suggested that the Council consider renting a Cornwall Council garage at a cost of £8.62 per week. After duly considering the suggestion it is **recommended** that the Council proceed with an application to rent a garage to store the equipment.
- The Town Mayor spoke on the problem of the Finance and General Purposes Committee being unable to meet as a result of being inquorate and suggested that substitutions be allowed. The Mayor outlined the criteria in that if a member of a Committee was unable to attend a meeting then that member could contact another Council member to act as a substitute. The member would announce at the meeting that he or she was a substitute naming the member that had apologised. After duly considering the matter it is **recommended** that substitutes are permitted to replace a member that has offered their apologies for absence. It is also **recommended** that Standing orders are duly amended to accommodate this procedural change.
- The Town Mayor announced that the bards are visiting the town on the 11<sup>th</sup> October 2013.

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