

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Forward Planning Committee held on Thursday 7th November 2013 at 7.00pm in the Council Committee Room, 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, Mrs C A Jackson, Mrs R A Southworth (as substitute for Councillor Mrs J M Martin) and J Tivnan plus the Town Clerk.

73- 13FP. Apologies for absence

Apologies for absence were submitted by Councillors L E Keise and Mrs J M Martin.

74- 13FP. Declarations of interest relating to items on the Agenda

None

75- 13FP. Vote of Confidence in the Chairman

The Chairman Councillor E H Andrews introduced this item by confirming the issue that caused this matter to be raised has been resolved satisfactorily. The Chairman did remark that members could take this option in the future if they so wished.

76- 13FP. Minutes of the Previous Meeting

The minutes of the meeting held on Thursday 3rd October 2013 were taken as read, confirmed and signed by the Chairman.

77- 13FP. Matters arising from the minutes

a) CCTV:-

Pursuant to minute 62-13FP (a) it was again reported that the Town Administrator is pursuing this item.

b) Heating System:-

Pursuant to minute 62-13FP (b) the Clerk reported that a meeting has been arranged with a representative of CORMAC to discuss heating proposals and eventually specifications for a heating system. The Clerk briefed members on the proposed discussion with the CORMAC representative.

c) Council Chambers:-

Pursuant to minute 63-13FP (d) the Clerk reported on discussions with the occupier of rooms 1, 2 and 9 on some proposed alterations. It was noted that the occupiers had offered to undertake some external painting of the walls and also the ladies toilets all at their expense in time for the opening day of the salon towards the end of the month. It was also **resolved** not to raise any objections to the change of carpet colour (to charcoal) on the stairs. The Clerk had informed the occupier that the proposed fireplace is inappropriate in the hall way but no objections were raised by members to this being replaced by a mirror. The occupier has also expressed an interest in renting further rooms on the first floor in York Road. The Clerk has responded by confirming that currently there are no other vacant rooms in this area. Pursuant to minute 67-13 Councillor Mrs C A Jackson had assumed that the Torpoint Archives would vacate the rooms (3 and 4) that the organisation currently occupied in exchange for use of the Annexe. The Clerk reminded members that the resolution and request from the Town Mayor was for use of the Annexe by the Archives with no reference to the termination of the occupancy of the rooms that the organisation currently

occupied. It was noted that this matter had been discussed by the Finance Committee and a recommendation is forthcoming to the Council.

78- 13FP. Policies applicable to this Committee

None.

79- 13FP. Items referred to this Committee

None.

80- 13FP. Health & Safety

Councillor Tivnan confirmed that he has not yet completed the Health and Safety policy for this Council. Councillor Tivnan also confirmed that he is reviewing a draft food hygiene and ladder safety procedure and policy. Councillor Tivnan concluded by confirming that he would accompany the contractor undertaking the annual fire risk assessment.

81- 13FP. Localism

The Clerk drew attention to Locality Documents on the Government website and suggested that the Council register the plan as the first step using the parish as the Neighbourhood Plan area and then look at applying for grant assistance. After a brief discussion it was resolved to register the plan with Cornwall Council using Torpoint parish as the Neighbourhood Plan area. Councillor J Tivnan spoke on procedures for involving the community in the engagement process. Councillor Mrs R A Southworth announced withdrawal from this Committee as it clashed with another meeting. The Mayor confirmed that together with the Clerk would be meeting with the Chairman and Chief Executive of Cornwall Council to discuss devolving services with the handing over of Sparrow Park being one of the key services. Members concurred that this area would fit within the current asset management portfolio of Benodet Park and Rendel Park. The Clerk confirmed that he has visited the solicitors acting for this Council and signed the lease for the public conveniences in Antony Road and Thanckes Park on behalf of the Town Council and the mayor announced that Cornwall Council had also done likewise thus terminating the transaction. It was resolved that this agenda item (Localism) would be referred to the new Developed and Localism Committee as agreed at Council

82- 13FP. Town Council Development Plan

It was resolved that this item would be referred to the new Developed and Localism Committee as agreed at Council.

83- 13FP. Council Chambers

Nothing further to report on this matter.

84- 13FP. Correspondence

a) Cornwall War Memorials Trust – Call to Remember.

Noted. Councillor J Tivnan informed the meeting that as part of the improvements to the memorial and in particular to facilitate an improved wreath laying ceremony it is intended to add wires to the memorial to hang the wreaths.

85- 13FP. Planning Applications

a) PA13/09528 – 2, Roeselare Avenue, Torpoint – The addition of a single storey conservatory to the rear of the dwelling.

No objections or observations.

86- 13FP. Accounts for Payment

PAYEE	REASON	GROSS	(VAT)	NETT
British Gas	Gas Supply	528.37	25.16	503.21
EDF Energy	Haldo Piller, Cambridge Field	11.78	0.56	11.22
Sainsburys (M N Pearn)	Refreshments - Rendel Park	41.36	0.00	41.36
Viking Direct	Stationery/Stamps	141.08	15.18	125.90
BUNZL	Toilet Cleaning Materials	197.16	32.87	164.29
BUNZL	Toilet Cleaning Materials	151.21	25.20	126.01
Tamar Laundry & Cleaning	Tablecloths/Napkins	64.49	10.75	53.74
Don Benson	Clock Winding	35.00	0.00	35.00

- The Town Administrator is currently working with a Utilities Broker recommended by the SLCC to review charges for utilities and telecoms.
- It was **recommended** that the kitchen is allowed to be used free as a concession to allow a cookery class to demonstrate cooking to children. This was following receipt of an email the previous month requesting the free use of the facilities and to which members had given tacit support.

87- 13FP. Date of the Next meeting

Thursday 5th December 2013.

88- 13FP. Any Business that has been disclosed to the Chairman and members prior to the meeting

- The Town Mayor announced that the county publication would be visiting Benodet Park in late November to take additional photographs. It was noted that the Town Administrator has asked the contractor who undertook work in Rendel Park to undertake maintenance and renovation work in preparation of the visit.
- Councillor Mrs C E Goodman informed the meeting that the YMCA who were currently managing the Sports Centre had indicated an expression of interest to manage the redundant tennis courts in Thanckes Park. The YMCA had asked for access to be given to look inside the sports hut and changing room. It was understood that representatives from the YMCA and Cornwall Council would meet to explore the possibility further.

Meeting closed at 8:00pmChairman