

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Forward Planning Committee held on Thursday 5th December 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, J F Creek (as substitute for Councillor L E Keise), G J Davis, Mrs C E Goodman, Mrs J M Martin and Mrs R A Southworth (as substitute for Councillor J Tivnan) plus the Town Clerk.

89- 13FP. Apologies for absence

Apologies for absence were submitted by Councillors L E Keise and J Tivnan.

90- 13FP. Declarations of interest relating to items on the Agenda

None

91- 13FP. Minutes of the Previous Meeting

The minutes of the meeting held on Thursday 7th November 2013 were taken as read, confirmed and signed by the Chairman.

92- 13FP. Matters arising from the minutes

a) War Memorial:-

Pursuant to minute 84-13FP (a) the Clerk reported on the suggestion of using the lamp in Eliot Square as the War Memorial especially as it signals the centenary of the outbreak of the Great War. The Clerk has suggested that the quotation ascribed to Sir Edward Grey would be a fitting tribute and make the memorial unique.

93- 13FP. Policies applicable to this Committee

a) Environment Policy:-

The Committee considered the Environment policy (as circulated) following which it is **recommended** that the Council adopt the policy.

94- 13FP. Items referred to this Committee

a) Committee Terms of Reference:-

Members considered the circulated terms of reference for this Committee that was agreed in principle at the November 2013 Council meeting. Members considered that the title of the Committee might have to change as a result of the formation of the Development and Localism Committee but wanted more time to consider any proposed new name. It is therefore recommended that the suggestion to change the name of this Committee is considered again in the New Year. Members also drew attention to publicity within this Committee's remit and following the suggestion by Councillor G J Davis it was **resolved** that Marketing and Publicity becomes a standing agenda item for this Committee to review the methodology and processes on how this Council engages with the community. It was also suggested that the Committee give more prominence within the terms of reference. It was **recommended** that the terms of reference include the referenceResponsible for the marketing and communication strategy of the Council. The amended terms of reference are appended to these minutes. Effective use of paper communication was also suggested and the Town mayor remarked that he was cautious in

what he included in his Mayors Parlour communication and did not wish to be speculative but concentrated on definitive aspects of Council business.

95- 13FP. Health & Safety

Councillor Mrs K Brownhill reported that in conversation with Councillor J Tivnan the policies on food hygiene and working at heights were almost completed and the policy fire regulations would be introduced following review of the fire log books.

96- 13FP. Council Chambers

Councillor Mrs J M Martin posited the question on the purpose of the Council Chambers being of the opinion that it was the headquarters of the Council, including the Mayors Parlour together with the main hall and is used for community groups, shows etc. Councillor Mrs Martin informed the meeting that a show is in danger of being cancelled and asked what message is being sent out if this was the case. Councillor Mrs Martin spoke on access and egress to the Committee room although it was pointed out that this access has been approved not only by members from a health and safety perspective but by the recent Fire Risk assessment that has been undertaken. The matter of using public access areas was discussed and the use of controlled areas was thought to be a very useful way forward. Councillor Mrs Martin would convey points from the discussion.

97- 13FP. Correspondence

a) Antony Parish Council – Proposed Yonderberry Jetty.

Noted. The Parish Council sought this Council's support together with Councillor M N Pearn (in his capacity as a Cornwall Councillor) to request that the developers hold a public meeting in Wilcove. It is **recommended** that this Council supports the request from Antony Parish Council.

b) V Jones – Hire of Council Hall for Fundraising Event.

Noted. The Mayor confirmed that he would assist this request using money from the Mayors Charity.

98- 13FP. Planning Applications

None.

99- 13FP. Accounts for Payment

PAYEE	REASON	GROSS	(VAT)	NETT
Clear Sight	Window Cleaning (Sept/Oct)	120.00	0.00	120.00
Don Benson	Clock Winding	28.00	0.00	28.00
Firewatch	Risk Assessment	300.00	50.00	250.00
Nisbets	Mugs/Tea Towels	67.77	11.29	56.48

100- 13FP. Date of the Next meeting

Thursday 6th February 2014.

101- 13FP. Any Business that has been disclosed to the Chairman and members prior to the meeting

- The Town Mayor reminded members that whilst Cornwall Council would fill the grit bins on the highways the Town Council were responsible for filling their own.

- The Town Mayor also informed members that Antony Road would be resurfaced commencing at the beginning of January 2013.
- The Town Mayor also suggested that the Council should go out to tender for the parks maintenance programme for the 2014 financial year. The Mayor reminded members that the Council were looking to take on additional responsibilities therefore it was essential that the correctly qualified and experienced contractor was engaged. It was suggested that the Council might resurrect the Lengthsman suggestion although members expressed reticence in engaging another member of staff and it was noted that duties of a Lengthsman included some currently undertaken by Cornwall Council. Members also understood that other principal authorities that encouraged local councils engaging a Lengthsman also contributed to the cost. It is understood that Cornwall Council would not contribute toward the cost so that it would fall on this council to fund the post.
- The Town Mayor requested that in addition to the Mayor Selection process reverting back to the procedure at the April F & GP Committee that is affirmed at the annual meeting, the ceremonial procedure should also be reinstated at the Annual Meeting. The Mayor also informed the meeting that the Town Crier of Millbrook was willing to undertake ceremonial work in Torpoint and suggested the Council should take advantage of this offer. The Clerk offered to include a Town Criers role into the Mayoral ceremony.
- Councillor Mrs J M Martin reminded members that the carol service at St James Church was between 6-8pm.

The Chairman thanked members for their support during 2013.

Meeting closed at 8:15pmChairman