



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 3rd February 2022 at 7.00pm at Torpoint Library and Community Hub, Fore Street, 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, M G Spurling, C R Still, J Tivnan BEM, plus the Town Clerk & RFO (Clerk).

IN ATTENDANCE: Councillors Mrs. J M Martin and R M Willoughby.

	ACTION
<p>111-21D&L Apologies for absence Apologies for absence were submitted on behalf of Councillor B A Walsh.</p>	
<p>112-21D&L Declarations of Interest relating to items on the Agenda None.</p>	
<p>113-21D&L Minutes of the previous meeting It was resolved that the minutes of the Development and Localism Committee meeting held on Thursday 2nd December 2021 were taken as read, confirmed and signed by the Chairman.</p>	
<p>114-21D&L Matters arising from the minutes a) Plastic Free: - Pursuant to minute 100-21D&L (b) Councillor Mrs. C E Goodman reported contacting Surfers Against Sewage (SAS) highlighting the Council's Climate Emergency declaration; SAS has responded saying 'this is fantastic news'. Councillor Goodman continued the letter to be sent, looking for five Torpoint businesses to work with to complete the Community Plastic Free objectives, has been drafted and will be circulated to businesses in due course. b) Town Council flier/newsletter for residents: - Pursuant to minute 100-21D&L (c) the Clerk explained the newsletter was published and distributed last December. It is anticipated four newsletters will be compiled and distributed per year, the next one is being planned for issue in March 2022 and is likely to include updates on the Neighbourhood Development Plan and a programme of activities to celebrate The Queen's Platinum Jubilee. c) M Sleeman bench at the Lawn, Thanckes Park: - Pursuant to minute 100-21D&L (d) Councillor J Tivnan BEM explained he has sent three further emails on the matter, left a telephone message earlier this week and is awaiting a reply about the possibility of installing a bench overlooking the beach area at Thanckes Park.</p>	Clerk
<p>115-21D&L Community Hub and Library: - a) The Community Hub and Library report was considered and it is agreed the Community Hub and Library Development Manager (CH&LDM) will attend the Development and Localism Committee meetings in March, June, September and December. In addition to the report, as previously circulated: - ➤ <i>Abolishment of fines</i> – The Chairman (Councillor G J Davis) noted the income the Town Council had received from Cornwall Council, to compensate for the abolishment of fines. This prompted Councillor Mrs. J M Martin to highlight media coverage whereby HRH The Duchess of Cornwall supports the abolishment of library fines. ➤ <i>Healthy Start</i> – The Clerk reported having recently attended the Library and Information</p>	Clerk

Service Partnership Meeting with the CH&LDM, where a presentation about the Healthy Start programme was given. The Clerk explained the importance of encouraging 'take up' of Healthy Start; this is a scheme aimed at eligible families to support them in food and vitamins. The presentation has been circulated and the CH&LDM will be promoting the scheme on social media.

The Chairman (Councillor G J Davis) minuted thanks to the CH&LDM for the comprehensive report.

b) Income (as circulated 010421 – 280122): -

The income summary is noted.

c) Local Devolution Fund: -

The Clerk explained the Grant Agreement for the Local Devolution Fund has been signed and submitted to Cornwall Council and as soon as the funds are received, the CH&LDM will place the purchase orders for the improvements, with the Operations Manager supporting the CH&LDM on the projects. All agree to remove from future meeting agenda.

d) Lease on the building: -

The Clerk explained the legal documentation to renew the lease, for a further three years, has been signed by the Clerk and Town Mayor (Councillor Miss R A Evans BEM) and returned to Cornwall Council's Legal Department for completion.

116-21D&L To consider the Council Business Risk Management

a) Budget Variance – Finance Committee Responsibilities: -

The Committee considered the December 2021 financial information, as previously circulated and the items relevant to this Committee, there were no concerns.

117-21D&L Items Referred to this Committee

None.

118-21D&L Policies referred to this Committee

a) None.

119-21D&L Devolution of the four Play Parks and tennis courts

a) Report on the devolved sites from the Clerk: -

FACILITY	CURRENT STATUS/ACTIVITY
BOROUGH PLAY PARK	i. Tender approved for additional equipment – part of the programme of work with Sports and Play Consulting. Site meeting arranged with Operations Manager, contractor and Sports and Play Consulting Tuesday 8 th February 2022.
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. Quotation received 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. Sutcliffe Play Ltd. quotation to completely replace the surfacing, area required is 40sqm, under the Supernova and provide a suitable base = £3,655.00 (Ex

	<p>VAT) ACTION</p> <p>iii. Tender approved for additional equipment – part of the programme of work with Sports and Play Consulting. Site meeting arranged with Operations Manager, contractor and Sports and Play Consulting Tuesday 8th February 2022.</p>																																				
CHESTNUT CLOSE PLAY PARK	<p>i. Operations Team to measure and price the rail fencing for installation in Winter months.</p>																																				
THANCKES PARK PLAY PARK	<p>i. Tender approved for additional equipment – part of the programme of work with Sports and Play Consulting. Site meeting arranged with Operations Manager, contractor and Sports and Play Consulting Tuesday 8th February 2022.</p> <p>ii. Friends of Thanckes Park has transferred funds towards the trampoline installation.</p> <p>iii The damaged activity drum in Thanckes play park has been removed.</p> <p>iv. Donkey ride on play equipment damaged late December 2021, reported to the Police; Operations Team looking at options to either completely remove (as new one being installed) or re-install as part of the improvement works.</p> <p>v. Quotation for replacement park equipment, four damaged swings: - ACTION</p> <table border="1"> <thead> <tr> <th>Supply the following for 2.4m Swing Frame (S.P.H 2.85m)</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Straight Link Chain- Flat</td> <td>£84.70</td> <td>2</td> <td>£169.40</td> </tr> <tr> <td>Straight Link Chain- Cradle</td> <td>£84.70</td> <td>2</td> <td>£169.40</td> </tr> <tr> <td>Shackle, Bolt & Pin</td> <td>£8.80</td> <td>8</td> <td>£70.40</td> </tr> <tr> <td>CT10 Oilite Bush</td> <td>£2.20</td> <td>8</td> <td>£17.60</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Sub Total</td> <td></td> <td>£426.80</td> </tr> <tr> <td></td> <td>Carriage</td> <td></td> <td>£36.28</td> </tr> <tr> <td></td> <td>Total excluding VAT</td> <td></td> <td>£463.08</td> </tr> </tbody> </table>	Supply the following for 2.4m Swing Frame (S.P.H 2.85m)				Straight Link Chain- Flat	£84.70	2	£169.40	Straight Link Chain- Cradle	£84.70	2	£169.40	Shackle, Bolt & Pin	£8.80	8	£70.40	CT10 Oilite Bush	£2.20	8	£17.60						Sub Total		£426.80		Carriage		£36.28		Total excluding VAT		£463.08
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TENNIS COURTS	<p>i. Closed to members of the public on Saturday 5th June.</p> <p>ii. Contractor has now undertaken all final snags for second phase of fencing installation, Operations Manager has confirmed these works as completed.</p> <p>iii) Steps to access the top court need replacing, tender specification being drafted, anticipated return of tender results for consideration at the next meeting.</p> <p>iv) Anticipate, fencing off the steps, so both courts can re-opened, with white lines/new tennis nets and posts, sign installation, by February half term. Operations Manager can arrange a site visit in advance of re-opening, if requested.</p> <p>v) LTA – update on 12th January 2022 - waiting on an installation quote from</p>																																				

	CIA before moving forward with the gate.		
OTHER ACTIVITIES	<p>i. Mowing. Grass cutting and general maintenance re-started January 2022.</p> <p>ii. Skate park – sign vandalised, CCTV footage viewed, reported to the Police and Operations Team have been able to remove the graffiti, to the best of their ability.</p> <p>iii. December Town Council Newsletter promoted the new improvement works at the play parks.</p> <p>iv. Purchase order for Annual Parks Equipment Safety checks issued.</p> <p>v. All Mono Safety gates need repair adjusting, the manufacturer is in Kent and does not have technicians based in the South West. Operations Manager to action sending 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>vi. Adela Road 'Children Playing' signs are now installed by Cormac.</p> <p>vii. Library and Community Hub picnic bench at the front damaged and subsequently repaired by the Operations Team.</p>		
<p>The Clerk drew Members attention to the quotation which had been received to replace the surfacing under the play equipment 'supernova' at Cambridge Field. Sutcliffe Play Ltd. have supplied a quotation to completely replace the surfacing, area required is 40sqm, under the supernova play equipment and provide a suitable base = £3,655.00 (Ex VAT). Members discussed the need to repair equipment in the parks and highlighted the importance of agreeing a figure to set aside in a sinking fund for all play parks and tennis courts, highlighting the importance of keeping a tally of the amounts being spent. It is agreed this report should highlight whether the expenditure is because of 'wear and tear' or 'vandalism'. It is recommended to instruct Sutcliffe Play Ltd. to replace the surfacing area under the 'supernova' play equipment, as part of the planned works at Cambridge Field, at a cost of £3,655.00, plus VAT and it is further recommended to waive Financial Regulations 11. (Contracts). This quotation has been agreed without competition, as the supplier Sutcliffe Play Ltd. is already contracted to undertake other improvements at this site and can undertake this work at the same time.</p>			Clerk Council
<p>The Clerk explained that since the last committee meeting the Operations Team has been working closely with the tennis courts contractor to ensure all snagging is completed; the Clerk was pleased to finally confirm the works as complete. The Clerk explained an invitation to tender will be issued for the works to the damaged steps within the tennis courts and anticipates the tender results will be presented to the next meeting of this committee. The Clerk added that information had been received from the LTA regarding the proposed installation of a LITE gate, further clarification is needed regarding the quotation, prior to being presented for consideration.</p>			Clerk
<p>The Chairman (Councillor G J Davis) minuted thanks to the Operations Manager for the comprehensive report.</p>			Clerk

120-21D&L Planning Applications

None.

121-21D&L Localism

a) Town Team Project Board: -

Pursuant to minute 106-21D&L (a) the Chairman (Councillor G J Davis) explained the consultant has been unwell which has resulted in a delay to receiving the draft Strategic Outline Case. As soon as the draft is received it will be circulated to all Town Team Project Board members for review and a meeting held to consider the draft. Clerk to liaise with the consultant on this matter.

Clerk

The Chairman (Councillor G J Davis) highlighted the government has recently published the White paper on Levelling Up. The White Paper sets out a complete 'system change' of how government works to level up the UK. At the heart of this new way of making and implementing policy will be 12 bold, national missions, all quantifiable and to be achieved by 2030.

b) Vision and other Projects.

i) Swimming Pool Feasibility Study to be located in Torpoint, Cornwall: -

The Chairman (Councillor G J Davis) explained the Clerk had [today] received correspondence from the Chairman of the Torpoint and Rame Active Community Sports Network (TaRACSN). The correspondence agrees to a suggestion to establish a relationship between the TaRACSN and the Swimming Pool working party groups, to provide a pathway to providing the necessary funding to develop a Sports Complex.

Following the inaugural meeting of the Swimming Pool next steps working party group, which had met at the end of January 2022, Councillor J Tivnan BEM explained the group had reviewed the Feasibility study and the group has indicated their preferred option for the swimming pool is Option 1, then Option 3. The next steps for the group are: -

- Draft the Terms of Reference for the group – the Town Mayor (Councillor Miss R A Evans BEM) and the Clerk are undertaking this action;
- The Town Mayor is arranging a meeting with Torpoint Community College, independent of the working party group, it is hoped this meeting will enable initial conversations with the College about the proposals included within the Swimming Pool Feasibility study.

Cllr Evans/
Clerk

Cllr Evans

ii) Torpoint Environmental Action (TEA) initiative: -

Pursuant to minute 106-21D&L (b. ii) Councillor Mrs. C E Goodman explained the group had met earlier this evening and confirmed all the arrangements for the February half term week of activities. As discussed at the Climate Change working group, a survey is being drafted, for consultation to be undertaken in the February half term holiday. Councillor Goodman had attended a meeting of Clean Cornwall, which had identified many interesting areas, these included: - focussing on the behavioural aspect of littering; working with both the public and private sector about littering; focussing on drivers and littering as well as tackling businesses.

The Chairman (Councillor G J Davis) minuted thanks to Councillor Goodman for the comprehensive update. Councillor Goodman minuted thanks to the CH&LDM for supporting the continued work of the TEA initiative.

c) Neighbourhood Plan: -

The Chairman explained, following the councils January 2022 resolutions, the planning consultant has been instructed to continue the work on the Neighbourhood Plan. The Clerk is progressing the knowledge base work.

122-21D&L Accounts for payment: -

Contact Name	Invoice Number	Total	Tax Total	Net	Description
FOY-AIR Enterprises Ltd T/A LittleMops	Invoice 1573	70.97	11.83	59.14	Cleaning supplies
Security Dynamics	Invoice 1535	110.00	0.00	110.00	CCTV maintenance and repairs
FOY-AIR Enterprises Ltd T/A LittleMops	Invoice 1568	121.50	20.26	101.24	Cleaning supplies
FOY-AIR Enterprises Ltd T/A LittleMops	Invoice 1567	59.24	9.88	49.36	Cleaning supplies
Complete Business Solutions Group Ltd	Inv SINV03037749	29.09	4.85	24.24	Stationery
ITEC	Invoice 671187	74.09	12.34	61.75	ITEC Monthly fee Gold Support
Cornish Tea & Coffee	Invoice SL56447	699.20	0.00	699.20	Café Supplies
AMS Fabrications Ltd	INV-2532	5,580.00	930.00	4,650.00	Tennis Court fencing
AMS Fabrications Ltd	INV-2533	780.00	130.00	650.00	Tennis Court gate & blasting to match fence

123-21D&L Correspondence: -

- a) Community Network Highways Scheme relaunch – Cornwall Council: -
The Chairman (Councillor G J Davis) summarised the difference in the relaunched Highways Scheme and following debate Members agreed there are not any immediate requests or expressions of interests required for the town.
- b) Update on public recycling banks – Cornwall Council: -
Noted.
- c) Start of public consultation on Community Governance Review deferred proposals – Cornwall Council: -
Noted.
- d) Copied correspondence emailed to Wildanet – Councillor Mrs K Ewert: -
Following an in-depth discussion and despite the Town Mayor (Councillor Miss R A Evans BEM) making continual requests for a programme of works, it is **resolved** for the Clerk to immediately correspond with Wildanet on this matter, highlighting other issues which have been brought to the attention of the Town Council.

124-21D&L Date of next meeting

Thursday 3rd March 2022.

125-21D&L Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The Clerk was pleased to confirm The Crazy Golf Company will be visiting Torpoint and running a free of charge Crazy Golf Day on Saturday 19th February, 11.00am to 4.00pm, outside the Library and Community Hub. The Clerk is planning to open Dreckly's café to serve refreshments. An advertising poster will be produced, circulated via social media and to the schools.

Meeting closed at 7.55pm _____ Chairman