



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Development and Localism Committee held on Thursday 3<sup>rd</sup> March 2022 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

**PRESENT:** - Councillor G J Davis (Chairman), Councillors Mrs. L Fellows, Mrs. C E Goodman, L E Keise, C R Sawyer, M G Spurling, C R Still, J Tivnan BEM and B A Walsh, plus the Town Clerk & RFO (Clerk) and the Community Hub and Library Development Manager (CH&LDM).

	ACTION
<p><b>126-21D&amp;L Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor Miss R A Evans BEM (Town Mayor).</p>	
<p><b>127-21D&amp;L Declarations of Interest relating to items on the Agenda</b> None.</p>	
<p><b>128-21D&amp;L Community Hub and Library: -</b></p> <p>a) The Community Hub and Library Manager presented the report as previously circulated, adding:</p> <ul style="list-style-type: none"> <li>➤ <i>Café prices</i> – Unfortunately the café coffee supplier has overcharged the council (for water), this overpayment is now being credited to the account. Additionally the February 2022 invoice has now been revised to reflect this change. Although the supplier is increasing the 'price per cup' in April, the charges to the council are not increasing, as the café is not using takeaway cups.</li> <li>➤ <i>Creative Writing workshop (weekly)</i> – This group has unfortunately been cancelled.</li> <li>➤ <i>Ice-cream</i> – Considering offering ice-cream for sale in the café, this will be investigated further, the café does not currently have a freezer.</li> <li>➤ <i>24 hour service unit outside</i> – Investigating an opportunity to provide a 24 hour accessible unit outside the building; must consider security as the benches at the front are frequently used at night and during the weekends, when the building is closed.</li> <li>➤ <i>Newspapers</i> – Considering alternative options as the local newsagents shop has closed, this may include purchasing electronic device(s) as library users can access many national newspapers using their library card.</li> <li>➤ <i>Footfall</i> - The CH&amp;LDM was pleased to report a footfall of 189 yesterday (Wednesday 2<sup>nd</sup>) and 174 today (Thursday 3<sup>rd</sup>), these are increased numbers to pre-pandemic.</li> <li>➤ <i>Cornwall Council partnership visit</i> - The CH&amp;LDM and Clerk hosted a visit from Paul Evered, (Acting Library and Information Service Delivery Manager) and his colleague Emma Moles (Head of the Education Library Service, and current Young People's Service Manager) at the Community Hub and Library earlier today. They were delighted to see to the internal changes made to the building as well as hear about the increased footfall and the transformation to a community hub and also met with the Library team to discuss stock levels.</li> </ul> <p>b) Income (as circulated 010421 – 280222): - The income summary is noted, acknowledging this is incorrect, due to the overcharges as previously reported.</p> <p>c) Lease on the building: - The Clerk confirmed the renewal lease and other documentation for Torpoint Library, for a further three years until 2025, has now been completed between Cornwall Council and Torpoint Town</p>	

<p>Council. The Chairman (Councillor G J Davis) minuted thanks to the CH&amp;LDM for the comprehensive report, who left the meeting at this point.</p>	
<p><b>129-21D&amp;L Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the Development and Localism Committee meeting held on Thursday 3<sup>rd</sup> February 2022 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>130-21D&amp;L Matters arising from the minutes</b> a) Plastic Free: - Pursuant to minute 114-21D&amp;L (a) Councillor Mrs. C E Goodman reported that since letters have been circulated to local businesses, one business has achieved what is required for Plastic Free status, one is awaiting approval and a third business has agreed to participate. Once five businesses have achieved the Plastic Free objectives, the final stage will be to hold a meeting of the steering group.  b) M Sleeman bench at the Lawn, Thanckes Park: - Pursuant to minute 114-21D&amp;L (c) Councillor J Tivnan BEM reported, although continuing to liaise with Cornwall Council regarding the suggestion for a bench at the Lawn, unfortunately there is currently no way forward and it is agreed to postpone discussing this again, until the September 2022 meeting of this committee.</p>	<p>Clerk</p>
<p><b>131-21D&amp;L To consider the Council Business Risk Management</b> a) Budget Variance – Finance Committee Responsibilities: - The Committee considered the January 2022 financial information, as previously circulated and the items relevant to this Committee, there were no concerns. The Clerk detailed the Reserves - Parks Improvements current figure available, adding that surplus from other 'Allocated Reserves' will be transferred at the end of this financial year, as already resolved. Additionally, an amount of £20,000 will be transferred from unallocated to 'Allocated Reserves', towards Skate Park improvements. Members acknowledged these finance responsibilities had been detailed in advance of discussions [to be had at this meeting] about the play parks and tennis courts improvements.</p>	
<p><b>132-21D&amp;L Items Referred to this Committee</b> a) Tennis Court Accessibility: - The Chairman (Councillor G J Davis) introduced the agenda item, which had been discussed at the February 2022 Council meeting. Following debate Members agreed to: - i. Prepare a draft Town Council Accessibility Policy Statement; ii. Once the Accessibility Policy Statement has been adopted by the council [this is expected to be at the adjourned May Council meeting] an accessibility assessment of all Council premises and operations will be undertaken; iii. All accessibility actions identified within the assessment will then be considered by committee.  Councillors Mrs. L Fellows and J Tivnan BEM volunteered to work together to progress the draft Town Council Accessibility Policy Statement, for presentation to the April meeting of the Asset Management and Operations Committee (28<sup>th</sup> April 2022).</p>	<p>Cllrs Fellows and Tivnan</p>

**133-21D&L Policies referred to this Committee**

a) None.

**134-21D&L Devolution of the four Play Parks and tennis courts**

a) Report on the devolved sites from the Clerk (the report was read out by the Chairman (Councillor G J Davis)), the Clerk apologised for forwarding last month's report : -

<b>FACILITY</b>	<b>CURRENT STATUS/ACTIVITY</b>
BOROUGH PLAY PARK	i. Tender approved for additional equipment – part of the programme of work with Sports and Play Consulting. No further update, improvements to start week commencing 21 <sup>st</sup> March 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. Additional surfacing and location change for one piece of equipment approved at February 2022 council meeting. Improvement works to start 28 <sup>th</sup> March 2022, letters to local residents' and information regarding works to be shared on social media.
CHESTNUT CLOSE PLAY PARK	i. Operations Team to measure and price the rail fencing for installation in Winter months, this has not been undertaken as the tennis courts has been prioritised.
THANCKES PARK PLAY PARK	i. Tender approved for additional equipment – part of the programme of work with Sports and Play Consulting. Improvements to start week commencing 21 <sup>st</sup> March 2022. ii. Caretaker repaired fencing around the park to prevent dogs accessing the park. iii. Replacement swings ordered.
TENNIS COURTS	i. Closed to members of the public on Saturday 5 <sup>th</sup> June. ii. Steps to access the top court need replacing, tender specification for consideration at this Committee meeting. iii) As a priority, the Operations team have been working to enable the safe re-opening of the tennis courts. Special thanks to Caretaker P Stinchcombe, who has used his rugby contacts, to borrow a generator from Plymouth Albion RFC, saving the council the cost of hiring one. This enabled the surfaces to be pressure washed. Also, contact has been made with R Ryder who will refresh the lines on the courts when weather is more forgiving. iv) LTA – Clerk liaising with the LTA to instruct CIA to undertake the LITE gate installation/improvements as agreed at the February 2022 council meeting.
OTHER ACTIVITIES	i. Skate park – meeting held with the Friends of Thanckes Park group, Matthew Pontin and Clerk to discuss future engagement opportunities and development of the skate park. ii. Sign installed.

The Clerk drew Members attention to the quotation which had been received and circulated in June 2021, to undertake partial removal of the wall at Cambridge Field and to install a gate and ramp,

to enable a second access (disabled). As Members are keen for these works to be undertaken at the same time as the park improvements already instructed at Cambridge Field, the Chairman (Councillor G J Davis) made the proposal, this was seconded by Councillor J Tivnan BEM and it is **recommended** to instruct Wayne Bowden (Building Maintenance and Repair) to partially remove the wall at Cambridge Field, install a gate, ramp and wooden hand rails, and remove all waste from site, the town council will fund all materials including the gate, at a cost of £980.00 (no VAT). The Clerk reported liaising with Cormac to drop the pavement curbs at this site.

**Council**

Clerk

The Clerk reported liaising with the LTA, to instruct CIA to undertake the LITE gate installation and improvements as agreed at the February 2022 council meeting. The Chairman (Councillor G J Davis) drew Members attention to the current condition of the tennis hut, having recently looked over it with the Operations Manager. Councillor Davis explained how unfortunately the tennis hut is now in a very poor condition summarising the options available for the tennis hut. An in-depth discussion ensued with all Members' enthusiastic to 'save the building from complete removal', enthusiastic to seek sponsorship for improvements, as well as volunteer themselves to help make the building safe for use. Councillor Davis will progress a scope of requirements detailing the work needed for this to happen.

Cllr Davis

The Clerk drew Members attention to two trees which are now overhanging in Thanckes Park play park and will investigate the council's insurance to enable the Operations Manager, who is qualified, to undertake remedial works to the overhanging trees, permissions would be sought from Cornwall Council in advance of any works.

Clerk/  
Ops Mgr

b) To consider the results of the tender "To undertake the removal of existing tennis court steps, the supply and installation of replacement steps at the tennis courts, Thanckes Park, Torpoint, plus the disposal of all waste from site."

Following consideration of the tender documentation as circulated (four organisations contacted did not submit a tender) and copied here: -

Company	Removal of existing tennis court steps, supply and install replacement steps and hand rail and disposal of waste from site	Availability to commence works	TOTAL Net Cost (plus VAT)
Wayne Bowden	Tender received	Beginning to mid-April 2022	£2,000.00 NO VAT
R Carter Excavations	Tender received	Mid-April 2022 at the earliest	£5,145.00

The Chairman (Councillor G J Davis) made the proposal, this was seconded by Councillor C R Sawyer and it is **recommended** to instruct Wayne Bowden (Building Maintenance and Repair) to undertake the removal of existing tennis court steps, the supply and installation of replacement steps at the tennis courts, Thanckes Park, Torpoint, plus the disposal of all waste from site at a cost of £2,000.00 (no VAT). Works to be undertaken in advance of the Easter school holidays or alternatively after the Easter school holidays.

**Council**

**135-21D&L Planning Applications**

None.

**136-21D&L Localism**

a) Town Team Project Board (TTPB): -

Pursuant to minute 121-21D&L (a) the Chairman (Councillor G J Davis) explained the Town Team Project Board had met the previous evening and agreed a date to receive the draft Strategic Outline Case from the consultant. Once the draft is received (Friday 11<sup>th</sup> March) it will be circulated to all TTPB Members and Councillors for review and it is anticipated it will be approved at the next TTPB meeting, scheduled for Monday 21<sup>st</sup> March. The Chairman (Councillor G J Davis) reported the TTPB had **resolved** to approve the procurement of Advance Consulting Engineers Ltd., to produce a Transport Regeneration Strategy Report (TRST) for £9,600.00 + VAT. The TRST will focus on producing a high-level strategic report for 11 transport hubs (1 Primary, 2 Secondary and 8 Tertiary) within the Rame Peninsula and wider Torpoint area to include the scope of work as per the quotation, provided and discussed at the TTPB meeting.

b) Vision and other Projects.

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

Pursuant to minute 121-21D&L (b. i.) Councillor J Tivnan BEM explained having made initial contact with Torpoint Community College (TCC) to arrange a meeting; the Clerk is also liaising with TCC regarding a meeting the Town Mayor is planning to have. Having sought availability from Councillor Tivnan and Councillor Still, the Clerk will seek the Mayor's availability, in order to arrange the next steps meeting at TCC.

ii) Torpoint Environmental Action (TEA) initiative: -

Pursuant to minute 121-21D&L (b. ii) Councillor Mrs. C E Goodman explained the group had met earlier this evening and are delighted with the success of all the February half term week of activities, which were well supported. Councillor Goodman continued, this weekend is the start of the 'Great British Spring Clean', the Friends of Thanckes Park group are organising a clean-up activity at Thanckes Park this Saturday 5<sup>th</sup> March, with many local volunteer groups expected to attend. Councillor Goodman continued, Friday 22<sup>nd</sup> April is 'Earth Day' and the Torpoint and Rame Peninsula Lions group are planning a cycle repair activity centred about this theme. Additionally, there is the possibility of a 'learn to ride a bike' event being organised. Councillor Mrs. L Fellows noted, Councillor Goodman and all members and volunteers of the TEA initiative should be applauded for working together on this initiative.

c) Neighbourhood Development Plan: -

The Chairman explained, an update on the Neighbourhood Development Plan was forwarded to all yesterday, via email.

Clerk  
**Council**

Clerk/  
Cllr Evans

**137-21D&L Accounts for payment: -**

Contact Name	Invoice Number	Total	Tax Total	Net	Description
ITEC	Invoice 684289	86.60	14.43	72.17	ITEC Monthly fee Gold Support
The Play Inspection Company	Invoice 52579	1,512.00	252.00	1,260.00	Inspection App Licence Fee
FOY-AIR Enterprises Ltd T/A LittleMops	Invoice 1594	102.48	17.08	85.40	Cleaning supplies

<p><b>138-21D&amp;L Correspondence: -</b></p> <p>a) Cornwall Gateway Community Network Panel TRO – Antony Road proposed extension of 30mph speed limit on Antony Road and new traffic calming measures prior to Torpoint Community College – Cormac: - The consultation information had been previously circulated via social media and is noted.</p> <p>b) Millbrook PC installation of electric charging points – Councillor Mrs K Ewert: - Noted.</p> <p>c) Reopening High Streets Safely Fund (RHSSF) – Delivery Partner Agreement with the Cornwall Council - Cornwall Council Community Network Highways Scheme relaunch – Cornwall Council: - It is <b>recommended</b> to delegate to the Clerk to sign the Delivery Partner Agreement with Cornwall Council, to obtain reimbursement funding from the Reopening High Streets Safely Fund to cover the hire charge for the YMCA Torpoint Sports Hall for the Crazy Golf Event held on Saturday 19<sup>th</sup> February.</p>	<p><b>Council</b></p>
<p><b>139-21D&amp;L Date of next meeting</b> Thursday 7<sup>th</sup> April 2022.</p>	
<p><b>140-21D&amp;L Any Business that has been disclosed to the Chairman and members prior to the meeting.</b></p> <ul style="list-style-type: none"> <li>➤ The Clerk explained the Foodbank Newsletter had recently been circulated and is noted.</li> </ul> <p>Meeting closed at 8.40pm _____ Chairman</p>	