



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Wednesday 1st June 2022 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor Miss R A Evans BEM (Town Mayor), Councillor G J Davis (Deputy Town Mayor), Councillors Mrs. L Fellows, Mrs. C E Goodman, J Tivnan BEM and B A Walsh, plus the Town Clerk & RFO (Clerk) and the Community Hub & Library Manager (CH&LM) in attendance.

	ACTION
<p>16-22D&L Apologies for absence Apologies for absence were submitted on behalf of Councillors L E Keise, Mrs. J M Martin, C R Sawyer and C R Still.</p>	
<p>17-22D&L Election of Chairman for the Civic Year 2022-23 The Town Mayor (Councillor Miss R A Evans BEM) called for nominations for the position of Chairman for the Civic Year 2022-23. The Town Mayor (Councillor Miss R A Evans BEM) proposed that Councillor G J Davis (Deputy Town Mayor) is elected to serve as Chairman for the Civic Year 2022-23. Councillor Mrs. L Fellows seconded the proposition and there being no other nominations the motion was put and Councillor G J Davis (Deputy Town Mayor) was duly elected as Chairman for the Civic Year 2022-23. (Deputy Town Mayor - Councillor G J Davis Chaired the meeting from this point forward.)</p>	
<p>18-22D&L Election of Vice Chairman for the Civic Year 2022-23 The newly elected Chairman (Deputy Town Mayor - Councillor G J Davis) called for nominations for the position of Vice Chairman for the Civic Year 2022-23. Councillor Mrs. C E Goodman proposed that Councillor J Tivnan BEM is elected to serve as Vice Chairman for the Civic Year 2022-23. The Town Mayor (Councillor Miss R A Evans BEM) seconded the proposition and there being no other nominations the motion was put and Councillor J Tivnan BEM was duly elected as Vice Chairman for the Civic Year 2022-23.</p>	
<p>19-22D&L Declarations of Interest relating to items on the Agenda None.</p>	
<p>20-22D&L Minutes of the previous meeting It was resolved that the minutes of the Development and Localism Committee meeting held on Wednesday 4th May 2022 were taken as read, confirmed and signed by the Chairman.</p>	
<p>21-22D&L Matters arising from the minutes a) Plastic Free: - Pursuant to minute 04-22D&L (a), Councillor Mrs. C E Goodman explained she has been encouraging the additional businesses to sign up and once the businesses are in place the final Steering Group meeting will be organised. b) Pledge to Paint YMCA Community Centre, Torpoint: - Pursuant to minute 04-22D&L (b), the Clerk explained the YMCA in Plymouth has now circulated correspondence to council suppliers, asking them to pledge their support. Further marketing of this will be continued, once the Platinum Jubilee celebrations are finished. The Clerk re-iterated the Town Council will provide employees support to the initiative. c) Expression of Interest to apply for Community Infrastructure Levy Funding: - Pursuant to minute 15-22D&L, the Chairman (Councillor G J Davis) explained to Members that</p>	Clerk/ All

<p>following the last committee meeting it has been agreed to arrange a meeting of a number of stakeholders, including the play parks consultant and the Friends of Thanckes Park group, to consider any opportunities for the council to submit an Expression of Interest to apply to Cornwall Council for Community Infrastructure Levy Funding. Members debated the various opportunities at length and heard from Councillor Mrs. C E Goodman, who explained the Torpoint and Rame Active Community Network will be submitting an Expression of Interest to apply for funding for the All-Weather pitch project. Councillor Goodman explained the group are likely to apply for a minimum of £50,000 of funding. Further debate ensued, with the discussion leading to a recommendation from the Chairman (Councillor G J Davis) for the town council to provide a letter in support of the Expression of Interest which is being submitted by the Torpoint and Rame Active Community Network, to seek funding towards the installation of an All-Weather pitch in the town. The Chairman, continued: the letter of support would highlight that this town council is looking at how it might be able to support this application/project. The proposal was seconded by Councillor J Tivnan BEM, with five members voting in favour of the proposition, with one abstention.</p>	<p>Council</p>
<p>22-22D&L Community Hub and Library: -</p> <p>a) The Community Hub and Library Manager presented the report as previously circulated, highlighting:</p> <ul style="list-style-type: none"> ➤ <i>Footfall</i> – Summarising the increasing numbers, Members were pleased to hear the increases from April and May in average daily footfall. With the first Sunday opening at the end of May, the footfall was over 100 and the café income generated on this day exceeded £100.00. ➤ <i>Wellbeing Hub and café</i> - The Community Hub and Library Manager explained the wellbeing hub has far exceeded his expectations with both attendance, plus the value/contribution the group provides to members of the community. ➤ <i>Foodbank</i> – Provision for the issue of emergency supplies is still available. ➤ <i>School Half term/Platinum Jubilee three day week</i> – Volunteers rallied to support the running of the library, café, plus all the activities which had been planned, following the unforeseen staff absence. Many thanks to those who helped, including those who baked for the café, all are very much appreciated! <p>b) Income (as circulated 010422 – 250522): - The income summary is noted, which details the comparison with last years' café income and expenditure, excluding an invoice which is expected from the Cornish Coffee Company. (The Community Hub and Library Manager left the meeting at this point.)</p>	
<p>23-22D&L Policies referred to this Committee</p> <p>a) Review Terms of Reference Development and Localism Committee: - It is resolved to approve the Terms of Reference for the Development and Localism Committee, Policy review dates to be added.</p> <p>b) Review Terms of Reference Neighbourhood Development Plan: - It is resolved to approve the Terms of Reference for the Neighbourhood Development Plan.</p> <p>c) Review Terms of Reference Swimming Pool Next Steps Working Party: - It is resolved to approve the Terms of Reference for the Swimming Pool Next Steps working party.</p> <p>d) Review Terms of Reference Town Team Project Board: - It is resolved to approve the Terms of Reference for the Town Team Project Board, acknowledging that these may need to be updated, following delivery of the Strategic Outline Case to Cornwall Council.</p>	<p>Clerk</p>

e) Implementation of the Equality, Diversity and Inclusion Policy, include Best Practice Document, Equality & Diversity Training, the formation of a Disabled Working Party & undertaking access audit: -

Members considered the Policy, document, agreement to form a Working Party, plus undertake an access audit. Councillor Mrs. L Fellows volunteered to be the lead Member on the implementation, with the following first actions agreed: -

- Prepare draft Terms of Reference for the Disabled Working Party group – agreed to rename this the Equality and Diversity Advisory Group (CHAT to be a sitting member of this group). The Terms of Reference will include what the group is set out to achieve and how this is expected to happen;
- Council to contract an appropriate professional to undertake an access audit of all council managed premises, including the play parks, public conveniences, Council Chambers, plus the Library and Community Hub.

The work undertaken by the Equality and Diversity Advisory Group will report to the Development and Localism Committee and the Equality, Diversity and Inclusion Policy will report under the Finance and Operations Committee.

Councillor Mrs. C E Goodman minuted thanks to the Councillor Fellows for leading on this work, adding this is very timely with other projects being undertaken.

Cllr Fellows/
Clerk

Clerk

24-22D&L To consider the Council Business Risk Management

a) Budget Variance – Finance Committee Responsibilities: -

The Committee considered the April 2022 financial information, as previously circulated and the items relevant to this Committee, there were no concerns.

25-22D&L Items Referred to this Committee

None.

26-22D&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	No issues.
CAMBRIDGE FIELD	i. Second entrance completed and installed "No Dogs in the Park" signs. ii. Operations Manager considering reducing height of the Hawthorn hedge to allow greater visibility into the park as a way of reducing anti-social behaviour. iii. CCTV quotation for equipment as attached, notes of the quotation highlight: <ul style="list-style-type: none"> ➤ A 1m x 1m concrete base is to be installed by others at NO cost to Security Dynamics adjacent to the existing electric box. However, should you require, this can be arranged at an additional cost. ➤ Power needs to be supplied at the bottom of the pole by others at NO cost to Security Dynamics. ➤ Remote viewing will require a minimum of 1MB upload speed and is out of Security Dynamics control. ACTION

CHESTNUT CLOSE PLAY PARK	i. Operations Team to measure and price the rail fencing.	
THANCKES PARK PLAY PARK	i. Trampoline continues to be fenced off. Operations Manager has been consulting with the supplier and is awaiting replacement parts. ii. Replacement swings have arrived and are being installed in advance of the Platinum Jubilee celebrations.	
TENNIS COURTS	i. Works to replace the steps are nearly completed. ii. LTA – Clerk and Operations Manager are meeting again with the LTA on 01/06/22 to discuss instructing CIA to undertake the LITE gate installation/improvements. Slightly more complicated than previously anticipated. iii. Tennis Hut. ACTION	
OTHER ACTIVITIES	i. Mowing is continuing across all parks.	
<p>The Chairman (Councillor G J Davis) suggested Members of the two Committees arrange a walk around of the councils assets, to be actioned in advance of the summer holiday period.</p> <p>The Clerk advised the quotation to repair the damage to the boundary wall at Cambridge Field is £875.00, from Wayne Bowden Building Services, Clerk to proceed with instruction to complete the repairs.</p> <p>The Clerk highlighted two quotations received for the installation of CCTV at the following locations: Bénodet Park and Cambridge Field, explaining the quotations highlight the additional requirements/charges, which will need to be added to the cost. Agreed to delay consideration of these quotations until further notice.</p> <p>Tennis Hut – the Clerk will pursue with local businesses whether any proposed works can be undertaken on the tennis hut. The Clerk concluded the report explaining the business rates charges have now been updated to reflect the times when the courts were closed and this account has been brought up to date with Cornwall Council.</p>		<p>ALL/ Cllr Davis/ Clerk</p> <p>Clerk</p>
<p>27-22D&L Planning Applications</p> <p>a) PA22/04525 – Proposed café and conference suite – Land at Fiscard Way, Trevol Business Park, Torpoint.</p> <p>Members considered the application and debated at length the proposals for the proposed café and conference suite. It is unanimously resolved to reject the proposals for the following reasons: -</p> <ul style="list-style-type: none"> ➤ The application for a proposed café and conference suite to be sited on Trevol Business Park, does not fit the location for these building proposals; ➤ The three storey building will have a significant overbearing presence to other buildings in close proximity to the site, i.e. those buildings in front and next to it. <p>b) PA22/02277 - Change of use of store to dwelling - 33 North Road, Torpoint PL11 2DH – for re-</p>		<p>Clerk</p>

consideration, following receipt of correspondence from Cornwall Council (reply required within 5 working days).

Following receipt of correspondence from Cornwall Council, who had advised the position of the case officers is that they are minded to recommend the application for refusal. The case officers acknowledge that the site is located within close proximity to the town with good access to services and facilities, however, considered that the proposal does not represent an acceptable form of development. Members considered the case officers position and it is unanimously **resolved** to agree with the recommendation for refusal.

Clerk

28-22D&L Localism

a) Town Team Project Board (TTPB): -

Pursuant to minute 11-22D&L (a) the Chairman (Councillor G J Davis) explained the meeting with Cornwall Council Cabinet Members had been postponed, with nothing further to report from the Town Team Project Board.

b) Vision and other Projects.

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

Pursuant to minute 11-22D&L (b. i.) a pre planning application is being compiled and will be submitted to Sport England.

ii) Torpoint Environmental Action (TEA) initiative: -

Pursuant to minute 11-22D&L (b. ii) Councillor Mrs. C E Goodman provide the following update on the TEA initiative: -

- Contact with Saltash Environmental Action group is being pursued, to endeavour the sharing of resources;
- A litter pick is being co-ordinated with Oakwood Court College;
- There are eleven members of the TEA initiative
- The next TEA meeting is scheduled for Thursday 7th July, prior to the next meeting of this committee;
- Friday 10th June 2022 World Oceans Day;
- An event is being planned at the end of July, which will incorporate the demonstration of stability bikes.

The Chairman (Councillor G J Davis) thanked Councillor Goodman for the detailed update on the group.

c) Neighbourhood Development Plan: -

The Chairman (Councillor G J Davis) explained meetings are currently taking place with the planning consultant about progressing the Neighbourhood Development Plan.

Clerk

29-22D&L Accounts for payment: -

Contact Name	Invoice Number	Total	Tax Total	Net	Description
Cornwall Council - Bus Rate Tennis Courts	Invoice 802923069	51.95	0.00	51.95	Charge from 22.02.22 - 31.03.22
Cornwall Council - Bus Rate Tennis Courts	Invoice 802923069	91.60	0.00	91.60	Charge from 01.04.21 - 06.06.21
Cornish Groove Collective	Invoice Platinum	300.00	0.00	300.00	Live performance at Platinum Jubilee
Celebration Pyrotechnics	Invoice 2205	2,000.00	400.00	1,600.00	The Queen's Platinum Jubilee Festival fireworks

The Compilations	Invoice TTC001	600.00	0.00	600.00	Performance at Platinum Jubilee Celebrations	
Every Corner Distribution Ltd	Invoice TTCECD003	630.00	105.00	525.00	Distribution of 3500 newsletters	
Andy Campfield	Invoice Mayor Making	35.00	0.00	35.00	photos of Annual Mayor Making	
Complete Business Solutions	SINV03200270	26.00	4.33	21.67	Office stationery	
The Stone River Band	Invoice Platinum	200.00	0.00	200.00	Live performance at Platinum Jubilee	
Billy Wiz Entertainment	Invoice 0306222Tor	235.00	0.00	235.00	2 x 30 min magic shows & one hour balloon modelling	
<p>30-22D&L Correspondence: -</p> <p>a) Accessibility of Tennis Courts funding – The Friends of Thanckes Park: - It is resolved to accept any future funding received from The Friends of Thanckes Park group, which would be held to support any future project to enable better accessibility at the tennis courts.</p> <p>b) Nature Cameras Thanckes Park - The Friends of Thanckes Park: - Following information received at the meeting, this correspondence was not considered.</p> <p>c) Promotion of Youth Services – Kernow Connect: - It is agreed the Town Mayor will invite Kernow Connect to attend, prior to a future council meeting, to give a brief presentation to all members, as well as any community members who would like to attend.</p> <p>d) Bouncy castle, use of play areas – Bounce Plymouth: - Clerk to reply, suggesting contacting Cornwall Council about the use of the Top Field at Thanckes Park, as unfortunately under the legal terms Cambridge Field can only be used for carnivals and town events.</p> <p>e) Community Network Area Highways Programme update April – Cornwall Council: - Noted. The Clerk explained, improvement speed limit reduction works to the A374 are anticipated to commence in the summer 2022.</p>						<p>Clerk</p> <p>Cllr Evans/ Clerk</p> <p>Clerk</p>
<p>31-22D&L Date of next meeting Thursday 7th July 2022.</p>						
<p>32-22D&L Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <ul style="list-style-type: none"> ➤ Following an item from Councillor Mrs. L Fellows, this will be forwarded to Councillor J Tivnan BEM, in his capacity as Cornwall Councillor. ➤ Parking enforcement was highlighted by Councillor J Tivnan BEM. 						



Meeting closed at 9.00pm _____	Chairman	
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