



TORPOINT TOWN COUNCIL

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

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

	ACTION
<p>48-22D&L Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss R A Evans BEM (Town Mayor) and Councillor Mrs. J M Martin.</p>	
<p>49-22D&L Declarations of Interest relating to items on the Agenda None.</p>	
<p>50-22D&L Community Hub and Library: - a) The Community Hub and Library Manager presented the Community Hub and Library report as previously circulated and highlighted the following: -</p> <ul style="list-style-type: none"> ➤ The Clerk and CH&LM had attended a meeting this week with Cornwall Council, the NHS and other town and parish council library providers, to discuss the opportunity to provide Warm Banks at libraries across the county, starting in October 2022. A representative from Volunteer Cornwall also attended the meeting and it appears Volunteer Cornwall are seeking a substantial grant, to enable providers to be able to bid for funding for the provision of Warm Banks. The CH&LM explained the concept of Warm Banks, adding that any funding sought could be used to enable additional sides and external heaters to be installed to the recently installed pergola. Also, funding could be used to provide refreshments, blankets, increased energy costs, plus other appropriate support which would encourage residents' to come to the Library and Community Hub to keep warm, during the forthcoming energy crisis. Members were supportive and encouraged the CH&LM to progress the discussions further. ➤ Daily footfall at the recent Mark's Ark event had been 436, the highest number of visitors recorded in the building since the facility had been devolved to the town council. Feedback on the day had said this activity had been very exciting for both children and adults, the CH&LM commented "the Library and Community Hub is too small!" <p>The Chairman (Councillor G J Davis) congratulated and thanked all the team for planning, organising and running all the events at the Library and Community Hub.</p> <p>b) Income (as circulated 010422 – 1208622): - The income summary is noted, following a question posited, the Clerk explained the dip in July income recorded is because there was a short delay in banking the café income, which was subsequently banked in August 2022. (The Community Hub and Library Manager left the meeting at this point.)</p>	
<p>51-22D&L Minutes of the previous meeting It was resolved that the minutes of the Development and Localism Committee meeting held on Thursday 7th July 2022 were taken as read, confirmed and signed by the Chairman.</p>	

<p>52-22D&L Matters arising from the minutes</p> <p>a) Plastic Free: - Pursuant to minute 36-22D&L (a), Councillor Mrs. C E Goodman was pleased to advise that having now submitted all the documentation to Surfers Against Sewerage, final confirmation of securing Plastic Free status for Torpoint is awaited.</p> <p>b) Pledge to Paint YMCA Community Centre, Torpoint: - Pursuant to minute 36-22D&L (b), the Clerk explained unfortunately there has been not been much take up in offers of support, the Clerk will continue to liaise with the YMCA on this scheme.</p> <p>c) Correspond with MR Bars and The Town Fryer: - Pursuant to minute 43-22D&L (d), the Clerk will remind the Mayor to action the letter of thanks, after receiving the substantial donation, following the Platinum Jubilee Festival.</p> <p>d) Arrange date for second "tour of Torpoint" and associated assets: - All to agree a next tour of the town at the forthcoming Council meeting.</p> <p>e) Town Council Newsletter (production and content/advertising or organisations/shared distribution): - The Clerk sought suggestions for the forthcoming newsletter: -</p> <ul style="list-style-type: none"> ➤ Plastic Free status publicity; ➤ Climate Emergency publicity; ➤ Work being undertaken regarding Equality, Diversion and Inclusion – to include the Torpoint Diverse Panel, accessibility audit, plus the policy; ➤ Give thanks to the community for supporting the Library and Community Hub at the summer events, also the skate park event run by Team Rubicon and supported by the Friends of Thanckes Park group. ➤ An unfortunate inclusion is to highlight the recent vandalism to the public conveniences and benches. <p>The Clerk highlighted a recent request from a council hirer to circulate their leaflet at the same time as the council newsletter, as there would be a financial saving to the council, all agreed a shared distribution would be beneficial.</p> <p>The Clerk highlighted a request to advertise in the newsletter and agreed that a note offering advertising space could be included in the next newsletter with the offer of payable advertising space for future editions.</p>	<p>Clerk/Mayor</p> <p>Council</p> <p>Clerk</p> <p>Clerk</p>
<p>53-22D&L Policies referred to this Committee</p> <p>a) Update on the Implementation of the Equality, Diversity & Inclusion Policy, include Best Practice Document, Equality & Diversity Training, the formation of a Disabled Working Party & undertaking access audit. Councillor Mrs. L Fellows was pleased to advise that Geoff from Disability Cornwall is booked to visit Torpoint at 10.00am on Wednesday 7th September, to undertake the accessibility check. The Clerk and Operations Manager will join in the audit, Councillor Mrs. C E Goodman is likely to attend too. Once the audit is undertaken, Councillor Fellows and the Clerk will compile a report for consideration at the next meeting of this committee. Councillor Fellows continued, following the advertisement for residents' to join Torpoint Diverse Advisory Panel, three members of the public have expressed an interest to join. The inaugural meeting of the Panel will be organised in due course and other parties are being invited to attend, including a representative from CHAT, plus the local Social Prescriber and a representative from the Torpoint Youth Club.</p>	<p>Cllr Fellows/ Clerk</p>

54-22D&L To consider the Council Business Risk Management

a) Budget Variance – Finance Committee Responsibilities: -

The Committee considered the July 2022 updated financial information, as previously circulated and the items relevant to this Committee, there were no concerns. The Clerk explained there will be changes made to an Allocated Reserves cost centre, where it is currently recorded incorrectly.

The Clerk asked Members to start to consider whether the project to transform the Mayor’s Parlour to a business and conference meeting space is a current proposition of the council. Members debated the options and the amount of ‘business’ use and a suggestion was put to consider using Room 6 instead of the Mayor’s Parlour, although it is acknowledged that Room 6 is inaccessible to wheelchair users. Agreed to consider this item in more detail at the next meeting.

55-22D&L Items Referred to this Committee

None.

56-22D&L Devolution of the four Play Parks and tennis courts

a) Report on the devolved sites from the Clerk/Operations Manager: -

FACILITY	CURRENT STATUS/ACTIVITY
BOROUGH PLAY PARK	Reports of dog owners using the play park, Operations Manager to order and install ‘No Dogs permitted’ signs.
CAMBRIDGE FIELD	i. Operations Manager considering reducing height of hawthorn hedge to allow greater visibility into the park as a way of reducing anti-social behaviour. Update: Currently unable to engage a suitable contractor with the capacity to carry out the works. Operations Manager is seeking alternatives. ii. Liaise with Biffa regarding installation of third bin at new entrance. This has resulted in the attached quotation received from Cornwall Council to provide cleansing services to ALL Play Parks. Total quotation for existing 2022/23 waste services = £1,885.32 Additional litter bin (1 x 120ltr) = £145.81 ACTION REQUIRED. Cost for new Bin £355.00+VAT, plus materials for concrete base (to match existing).
CHESTNUT CLOSE PLAY PARK	i. Operations Team to measure and price the rail fencing. Inspection report 2022 suggests a risk assessment as an alternative to replacing fence (can be considered at the next asset tour).
THANCKES PARK PLAY PARK	i. Will be updating the Friends of Thanckes Park regarding the willow tunnel, as it is dying. ii. Consider extending the CCTV to increase the coverage at this park. ACTION REQUIRED.
TENNIS COURTS and TENNIS HUT	i. Tennis Hut. ACTION ii. Disability access has been discussed at the tour, Operations Manager and Clerk to seek quotations to remove existing panel and replace with an Accessible gate.
OTHER	i. Mowing has slowed down during the summer months, due to the weather.

ACTIVITIES	ii. All LANTRA Brush Cutter and Mowing training successfully completed by two employees.	
<p>The Clerk referred to the report:</p> <p>i) Information and a quotation from Cornwall Council for cleansing services 1st April 2022 – 31st March 2023, for four play areas, at a total cost of £1,885.32, had been shared. The additional cost for emptying and disposing of an additional litter bin (1 x 120 Ltr) in Cambridge Field for 2022-23 is £145.81. Taking into account the Best Value Statement, Clerk to seek an alternative quotation for the same cleansing services and present to council, whereby it will be recommended to let the contract for the cleansing services at the four play parks (final cost to be agreed).</p> <p>ii) Cambridge Field Hedge – a quotation to reduce the height is being sought.</p> <p>iii) CCTV proposal at Thanckes Park Play Park/Tennis Courts – a quotation for the CCTV to be extended to cover both sites is required.</p> <p>iv) Information shared from the recent visit with the LTA is useful, the Chairman agreed to follow up the suggestion for finger sign posting (or similar) to be installed around Thanckes Park, with the Friends of Thanckes Park group.</p> <p>iv) Overhanging trees at the tennis courts – the Clerk explained the LTA representative had expressed concern that debris from the trees would continue to damage the playing surfaces and suggested remedial works to the trees is undertaken to prevent any further damage.</p> <p>v) Tennis hut roof discussed.</p> <p>vi) Borough Park Play Park – the Clerk reported severe damage, reported by a resident, to one of the wooden benches at the entrance to the play park, the Chairman agreed to look into undertaking repair of the same.</p>		<p>Clerk/ Council</p> <p>Clerk</p> <p>Cllr Davis</p> <p>Cllr Davis</p>
<p>57-22D&L Planning Applications</p> <p>None.</p>		
<p>58-22D&L Localism</p> <p>a) Town Team Project Board (TTPB) / Good Growth programme (part of Cornwall & Isles of Scilly Shared Prosperity Fund): - Pursuant to minute 43-22D&L (a) the Chairman (Councillor G J Davis) explained a small number of the group has recently met. Cornwall Council has submitted an application as part of the governments Brownfield Land Release Fund, with the funding being administered via the One Public Estate programme. Additionally, as part of the governments Levelling Up agenda, there is funding available for local investment and an Expression of Interest will be submitted to apply for Shared Prosperity Funding. A meeting of the TTPB will be called in due course.</p> <p>b) Vision and other Projects.</p> <p>i) Sports Facilities - Swimming Pool, letter of support for the All-Weather Pitch, St Columba and Torpoint RFC</p> <p>Pursuant to minute 43-22D&L (b. i) the Chairman reported that during the summer period, the All-Weather Pitch project group had attended a meeting with St Columba and Torpoint RFC and Torpoint Community College, these meetings are continuing. The next council scheduled meeting with the All-Weather Pitch project may need to be re-arranged. Councillor C R Still highlighted that at the meeting with St Columba and Torpoint RFC, their proposed usage requirements had been discussed and also highlighted that meetings are continuing.</p>		<p>Clerk/ Cllr Davis</p>

<p>ii) Torpoint Environmental Action (TEA) initiative: - Pursuant to minute 43-22D&L (b. ii) Councillor Mrs. C E Goodman provided an update on the TEA initiative: -</p> <ul style="list-style-type: none"> ➤ Bike Day in Bénodet Park – Thank you to Samm Bickle, the Friends of Thanckes Park group, Torpoint Nursery and Infant School, plus TEA for sourcing balance bikes from Torpoint Nursery and Infant School. Two electric bikes were loaned from Bike Space, Plymouth also, Dale at Cycle Action, Torpoint. Thanks have been passed on to both businesses. ➤ Clean Cornwall 'Pick a Mile' event - This event took place around the Costcutter shop location in Torpoint and data was uploaded to the Clean Cornwall website. Thanks have been received by TEA from Clean Cornwall for participating. ➤ TEA meets Saltash Environmental Action (SEA) – On Thursday 28th July 2022 Councillor Mrs. C E Goodman met Adrian White of SEA. It was a productive meeting; SEA has a thermal imaging camera should one be needed in the future. ➤ Repair Café - The Repair Café Survey was piloted on a small scale at the Lions Fayre. From this small-scale survey six volunteers came forward to support a scheme, volunteering their skills as repairers. ➤ Climate Change – The TEA group have been advised that the Town Council has adopted the Climate Change Action Plan. ➤ October Half Term Activity (24 – 28th October 2022) - Events are being planned, in collaboration with Torpoint Library and Community Hub, the Friends of Thanckes Park and Awenek Studio. ➤ TEA are planning to run a stall at the October Market to advertise TEA and run the survey relating to a possible Repair Café for Torpoint. 	
<p>c) Neighbourhood Development Plan (NDP): - The Chairman (Councillor G J Davis) explained there has not been a meeting of the NDP Steering group, however Cornwall Council are currently review the draft NDP document. Following the and once more information is known, a steering group meeting will be called.</p>	Clerk/ Cllr Davis
<p>59-22D&L Climate Emergency Action Plan</p> <p>a) To consider the actions relating to this Committee: - Following consideration of the Climate Emergency Action Plan and the actions relating to this committee, it is agreed these actions will be undertaken first: -</p> <ul style="list-style-type: none"> ➤ Publicise adoption of the action plan on the council website, in noticeboards, in the newsletter and on social media (as highlighted at the Finance and Operations Committee meeting); ➤ For the parks cleansing programme contract, advise contractor of the adopted Climate Emergency Action Plan; ➤ Contact the Torpoint Allotment Association, to establish current position of Torpoint allotments, including: - numbers waiting for an allotment, average waiting time, has there been a recent increase in the requests, due to the rise in food prices; also whether or not Torpoint Allotment Association would be interested to take on the running of any additional allotment space, should it be made available. Update the Climate Emergency Action Plan to include enquiries into the current provision of allotments in the town. ➤ Is there a need/any opportunities for the council to operate a 'Cycle to Work scheme'? ➤ Carbon Footprint – how an audit of this can be undertaken? 	Clerk Clerk

60-22D&L Accounts for payment: -

Contact Name	Invoice Number	Total	Tax Total	Net	Description
Sustainable Furniture (UK) Ltd	SFO-55279	1300.00	216.67	1083.333	Orchard Backless Benches (6) for Torpoint Library & Comm Hub
Biffa	522C58510	31.13	5.19	25.94	General Waste Collection Library 27/07/22 & 10/08/22
Biffa	522C58511	22.32	3.72	18.60	Recycling Waste Collection Council Chambers 26/07/22 & 09/08/22
Biffa	522C58512	60.95	10.16	50.79	General Waste Collection Council Chambers 27/07/22 & 10/08/22
Biffa	522C58509	22.32	3.72	18.60	Recycling Waste Collection Library 26/07/22 & 09/08/22

61-22D&L Correspondence: -

- a) Community Network Scheme Update 28 July 2022 – Cornwall Council: -
The Chairman (Councillor G J Davis) noted that works to move the reduction in the speed limit along the A374 are now complete.
- b) Copied correspondence Traffic calming measures A374 - D Ward: -
Noted.
- c) Welcome Back Fund funding – Cornwall Council: -
Noted.
- d) Planning Training: new courses – CALC: -
Noted.
- e) Places and Spaces Conference at Newquay Orchard – via Cornwall Council: -
Noted.
- f) Police Commissioners Community Grant Scheme – Friends of Thanckes Park: -
Noted.
- g) Play areas/ allotments etc. – M Pontin: -
It is agreed the Clerk will liaise with the Torpoint Allotment Association, as per the discussions had under Climate Emergency Action Plan and reply back to the resident thanking him for the suggestions.
- h) Dementia-Friendly Communities Guide published 2020 (survey completion) – CALC: -
Noted.
- i) South West Water invitation to online consultation event in September - CALC: -
Noted.

Clerk

62-22D&L Date of next meeting

Thursday 6th October 2022.

63-22D&L Any Business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 8.27pm _____ Chairman