



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 6th October 2022 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor G J Davis (Deputy Town Mayor) (Chairman), Councillor Miss R A Evans BEM (Town Mayor), Councillors Mrs. L Fellows, Mrs. C E Goodman, L E Keise, Mrs. J M Martin, C R Sawyer and J Tivnan BEM, plus the Town Clerk & RFO (Clerk) and the Operations Manager (Ops Man).

	ACTION
<p>64-22D&L Apologies for absence Apologies for absence were submitted on behalf of Councillors C R Still and B A Walsh.</p>	
<p>65-22D&L Declarations of Interest relating to items on the Agenda None.</p>	
<p>66-22D&L Minutes of the previous meeting It was resolved that the minutes of the Development and Localism Committee meeting held on Thursday 1st September 2022 were taken as read, confirmed and signed by the Chairman.</p>	
<p>67-22D&L Matters arising from the minutes a) Plastic Free: - Pursuant to minute 52-22D&L (a), Councillor Mrs. C E Goodman was pleased to advise that Plastic Free status for Torpoint had now been achieved and publicity of the same will soon be made. Councillor Goodman has written thank you letters to all involved. The Mayor (Councillor Miss R A Evans BEM) minuted thanks to Councillor Goodman for all her efforts to achieve Plastic Free status for Torpoint. b) Pledge to Paint YMCA Community Centre, Torpoint: - Pursuant to minute 52-22D&L (b), the Clerk had not been given any further update on this, therefore it will be removed from all future meeting agendas. c) Correspond with MR Bars and The Town Fryer: - Pursuant to minute 52-22D&L (c), the Clerk advised the correspondence has been actioned. d) Arrange date for second "tour of Torpoint" and associated assets: - All agreed a further tour of the town is not currently required, however, when one is arranged next year, it will start with the parks not visited during the first tour. e) Town Council Newsletter: - The Clerk explained information and photographs for the newsletter have been shared with the printers, the first draft is awaited. Publication and distribution is expected by the end of October. Discussion ensued regarding the postponement of a benefits checking service, currently provided by the Foodbank at Torpoint Library and Community Hub, the Mayor will investigate.</p>	Cllr Evans
<p>68-22D&L Community Hub and Library: - a) The Clerk presented the Community Hub and Library report as previously circulated and highlighted the following: - ➤ The grant funding application to Volunteer Cornwall for £10k (GOLD funding support), for community warm space at Torpoint Library and Community Hub, had been successful. The council has been advised the funds will be in the bank account in October.</p>	

The Clerk had previously circulated spending proposals, and is copied here: -

Warmth Hub research for Development and Localism Committee meeting 6th October 2022

Contractor	Description	Price (Ex VAT) £	VAT £	TOTAL £
SailShades Direct	2 x 2.0kwh high quality British made heaters with remote controls	879.00	175.80	1054.80
SailShades Direct	2 x Clear Sliding front curtains	1120.00	224.00	1344.00
TOTAL				2398.80
NOTES	Deposit Payment required			1199.40
Armada Electrical	OPTION 1 Outdoor Power supply for electrical space heaters, to run 2 x 16Amp electrical circuits, remove old DB3, replace with new Consumer unit, all cabling run through METAL conduit	828.00	0.00	828.00
Armada Electrical	OPTION 2 Outdoor Power supply for electrical space heaters, to run 2 x 16Amp electrical circuits, remove old DB3, replace with new Consumer unit, all cabling run through PLASTIC conduit	701.75	0.00	701.75
NOTES	Need to decide where to locate the isolation switches, another option is for the heaters to be on timers. The heaters will be hard wired in, although they come with a plug fitted.			
Kernow Aerials	Supply and install satellite dish for TV in library, existing TV has a Freesat built in. Therefore, TV supplied by council	750.00	150.00	900.00
	TV stand, approx price	150.00	30.00	180.00
	TV stand, sturdier	235.00	47.00	282.00

Winter warm packs: The premium pack is a comprehensive pack containing all the winter essentials and more, Size 6-11 pair of socks; Fleece scarf; Thermal gloves; Thermal hat; 120x150cm Fleece Blanket; (neutral); Insulated Travel Mug 420ml (neutral), Hot water bottle (2L, complies to BS 1970:2012)
Packed in a reusable canvas bag, the minimum purchase order quantity for the product is 12, cost: **£14.17 plus VAT each.**

	<ul style="list-style-type: none"> ➤ Remove hedge completely £1250 + vat. ➤ Grind stumps (after removal of hedge) £620 + vat. <p>ii. Contractual arrangements for the cleansing of ALL parks, plus an additional bin are being confirmed. Revised quotation expected from Biffa and once received, Purchase order will be placed. Additional litter bin (1 x 120ltr) being ordered for Cambridge Field. Cost for new Bin £355.00+VAT, plus materials for concrete base (to match existing).</p> <p>iii. Boundary wall repairs to be undertaken, contractor instructed.</p>	
CHESTNUT CLOSE PLAY PARK	<p>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).</p> <p>ii. Power washing and deep clean of play park equipment. Hedge Trimming.</p> <p>iii. Issue with bird fouling on the play park swings/frame.</p>	
THANCKES PARK PLAY PARK	<p>i. The Friends of Thanckes Park are looking to cut back the willow tunnel, to allow regeneration.</p> <p>ii. CCTV quotation to increase the coverage at this park and the tennis courts received. Supply, installation and commissioning of additional cameras to the existing CCTV System at Bénodet Park to cover the tennis courts and play park. Security Dynamics (existing provider), £1,601.40 + £320.28 VAT = £1,921.68. (ACTION REQUIRED).</p> <p>iii. "No Dogs Allowed" sign installed at the entrance.</p> <p>iv. Musical instrument 'drumstick' missing.</p> <p>v. Entrance gate had initial inspection by third party contractor, following alleged personal injury; awaiting written results of inspection, however initial thoughts indicate the initial installation was suspect.</p> <p>vi. Trampoline temporarily dismantled to remove litter from underneath.</p> <p>vii. Recently installed cradle swings, damage occurred to the seat of one swing.</p>	
TENNIS COURTS and TENNIS HUT	<p>i. Tennis Hut. ACTION</p> <p>ii. Disability access tour now undertaken, also a visit for the LTA has highlighted there could be funding available to install disabled access at the top court. Investigations on this are continuing.</p>	
OTHER ACTIVITIES	<p>i. Mowing has continued and is up to date for this time of the year.</p> <p>ii. Community Hub & Library - CCTV quotation received. For the Supply,</p>	

	<p>installation and commissioning of additional cameras to the existing CCTV system at Torpoint Library. Security Dynamics (existing provider of CCTV at parks) £889.60 + £177.92 VAT = £1,067.52</p> <p>iii. Operations Team, to install the Reading Sheds in Bénodet Park for the Community Hub and Library Devolution Improvements by October half term.</p> <p>iv. Broken bench outside Borough Play Park, has been repaired by Cormac.</p>	
	<p>The Clerk and Operations Manager referred to the report:</p> <p>i) Cambridge Field Hedge – following discussion, agreed to instruct Tom Cox Tree Surgery to reduce hedge to 1.5m in height and trim both sides back hard at a cost of £450 + VAT.</p> <p>ii) Chestnut Close – continue the regular cleaning of the play park equipment.</p> <p>iii) Thanckes Park Play Park – if possible, rope off the willow, which has been cut back.</p> <p>iv) CCTV Bénodet Park and overlooking the tennis courts. Following consideration of the quotation provided, it is recommended to instruct Security Dynamics to supply and install three CCTV cameras, replacement hard drive (to account for the additional camera), plus camera mounting to record Thanckes Park play park and the tennis courts at a cost of £1,601.40 + VAT, cost centre: Reserves Play Park Improvements. The council will supply and install a concrete base, at no cost to Security Dynamics. It is further recommended to waive Financial Regulations 11. (Contracts). This quotation has been agreed without competition, as the supplier Security Dynamics is the council's existing CCTV contractor at this location.</p> <p>v) CCTV Library – a further quotation is awaited before being presented for consideration.</p> <p>vi) The Operations Manager had contracted a survey of all the play park gates (due to the public liability claim), contractor will return and report/invoice is expected.</p>	<p>Ops Mgr</p> <p>Council</p> <p>Council</p>
	<p>73-22D&L Planning Applications</p> <p>a) PA22/08441 – Demolition of existing conservatory and erection of a new single storey rear extension – 10 Primrose Close, Torpoint PL11 2JF.</p> <p>It is resolved there are no observations or objections.</p>	
	<p>74-22D&L Localism</p> <p>a) Town Team Project Board (TTPB) / Good Growth programme (part of Cornwall & Isles of Scilly Shared Prosperity Fund): -</p> <p>Pursuant to minute 58-22D&L (a) the Chairman (Councillor G J Davis) explained the TTPB had recently met and had reviewed the draft Strategic Report Torpoint Regeneration Study. Once the final report is published, this will be circulated to all members of the town council. An Expression of Interest for Shared Prosperity Funding has been submitted, for a total of £3million, which includes all the Lower Fore Street redevelopment projects. The TTPB have agreed to continue to contract the consultant to work on behalf of these projects, with monies available in the Town Vitality funding pot. Consultant to inform Clerk of work undertaken, who will manager payments accordingly. Cornwall Council has submitted a One Public Estate: Brownfield Land (BLRF2) funding application, to support phase 1 of the Lower Fore Street redevelopment. The council may need to expedite funding from Reserves - Vision Projects to continue this work (this has already been approved by council).</p>	

b) Vision and other Projects.

i) Sports Facilities - Swimming Pool, letter of support for the All-Weather Pitch, St Columba and Torpoint RFC

Pursuant to minute 58-22D&L (b. i) the Chairman reported that meetings are ongoing. There has been no further discussion around the council's commitment of up to £150k for the All-Weather Pitch project, therefore as the original offer expires on the 31st October 2022, the offer may need to be extended.

ii) Torpoint Environmental Action (TEA) initiative: -

Pursuant to minute 58-22D&L (b. ii) Councillor Mrs. C E Goodman provided an update on the TEA initiative, including holding a recent meeting to arrange: -

- 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.

c) Neighbourhood Development Plan (NDP): -

The Chairman (Councillor G J Davis) explained a Neighbourhood Steering group meeting has been arranged for Monday 10th October.

75-22D&L Climate Emergency Action Plan

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: -

- 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) – in progress;
- For the parks cleansing programme contract, advise contractor of the adopted Climate Emergency Action Plan - completed;
- Contact the Torpoint Allotment Association, to establish current position of Torpoint allotments. Information has been sought, Clerk unable to recall specific details, therefore will bring to the next meeting. In the meantime, can liaise with Cornwall Council and Antony Estate about the possible provision of any additional allotment land in the town.
- Is there a need/any opportunities for the council to operate a 'Cycle to Work scheme'? – Clerk to confirm that this is a staff benefit, which is already in place.
- Carbon Footprint – how an audit of this can be undertaken?

Clerk

Clerk

Clerk

76-22D&L Accounts for payment: -

Contact Name	Invoice Number	Total	Tax Total	Net	Description
Cornish Tea & Coffee	SL64506	617.50	0.00	617.50	Library café cups dispensed
R D Johns	127857	134.38	14.64	119.74	Café supplies
BT	VP91196470	670.28	111.71	558.57	Telephone/internet charges 01-07-22 – 30-11-22
BS Embroidery Plus	3393	42.48	7.08	42.48	Staff clothing
Don Benson	31	48.00	0.00	48.00	Clock Winding September 2022
ITEC	775568	19.30	3.22	16.08	Printing 24/08/22 – 23/09/22

77-22D&L Correspondence: -

- a) Cornwall Gateway community network highways scheme 2.0 – expressions of interest sought – Cornwall Council: -
Following discussion it is **recommended** to submit an expression of interest to include safety road improvements to the junction of Vicarage Road/St. James Road, for the Cornwall Gateway community network highways scheme 2.0.
- b) 2022 Cornwall Landscape Character Assessment and Areas of Great Landscape Value, consultation invitation 25th & 26th October 2022 - Cornwall Council: -
Noted.
- c) Forest for Cornwall Autumn Newsletter – Forest for Cornwall Community Network Scheme Update 28 July 2022 – Cornwall Council: -
Noted.

Council

78-22D&L Date of next meeting

Thursday 3rd November 2022.

79-22D&L Any Business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 8.34pm _____ Chairman