



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 3rd November 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, Mrs. J M Martin, C R Sawyer, C R Still and J Tivnan BEM, plus the Town Clerk & RFO (Clerk) and the Operations Manager (Ops Mgr).

	ACTION
<p>80-22D&L Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss R A Evans BEM (Town Mayor) and Councillor B A Walsh.</p>	
<p>81-22D&L Declarations of Interest relating to items on the Agenda None.</p>	
<p>82-22D&L Minutes of the previous meeting It was resolved that the minutes of the Development and Localism Committee meeting held on Thursday 6th October 2022 were taken as read, confirmed and signed by the Chairman.</p>	
<p>83-22D&L Matters arising from the minutes a) Town Council Newsletter: - The Clerk was delighted to advise that the latest newsletter was currently in circulation and acknowledged there had been a delay due to the time taken in the production of the recent version. The Clerk added, having recently taken a phone call from a member of the public expressing their delight at receiving the newsletter and the contents therein. The Clerk is instructed to commence production of the next newsletter which it is anticipated will be circulated in January 2023. b) CCTV installation at Bénodet Park / Thanckes Park Play Park: - Pursuant to minute 72-22D&L (iv), the Clerk reported that the purchase order for the CCTV installation at Bénodet Park had been placed. c) Update following the inaugural meeting of the Torpoint Diverse Panel: - Councillor Mrs. L Fellows was pleased to update members following the inaugural meeting of the Torpoint Diverse Panel which was held on Wednesday 12th October 2022 at Torpoint Library and Community Hub. Councillor Fellows explained the Terms of Reference were accepted with the next meeting to be held in January 2023. The roles and expectations of the panel were discussed and it is hoped that meetings will not take longer than one hour, with the ability to exchange information via email, between scheduled meeting dates. The Accessibility Audit undertaken on all council premises was reviewed in great detail at the meeting and the next steps will be for Councillor Fellows and the Clerk to work through reviewing and updating the Accessibility Audit, for presentation to a future meeting of this Committee.</p> <p>Discussions ensued regarding the Accessibility Audit to ascertain funding needed for the 2023/24 budget and Councillor Fellows highlights the two priorities will be: installation of hearing loop and enabling access to the tennis courts.</p>	<p>Clerk</p> <p>Clr Fellows/Clerk</p>

<p>84-22D&L Community Hub and Library: - a) The Clerk presented the Community Hub and Library report as previously circulated and highlighted the following: - ➤ The footfall has continued to increase, the Chairman (Councillor G J Davis) minuted thanks to the Community Hub and Library Manager and the team for all their commitment to the success of the facility. b) Income (as circulated 010422 – 211022): - The income summary is noted.</p>	
<p>85-22D&L Policies referred to this Committee a) Torpoint Town Council Strategy Review The following changes are required: ➤ Town Centre Improvements and Shared Prosperity Funding Opportunities ➤ Committee Structures ➤ Torpoint Diverse Panel and Accessibility Audit ➤ Play Parks – Climate Change Action Plan, plastic free status, update photos, achieved parks improvements ➤ Quality Status The Chairman (Councillor G J Davis) and the Clerk will update the strategy in advance of the next meeting of this committee.</p>	<p>Cllr Davis/Clerk</p>
<p>86-22D&L To consider the Council Business Risk Management a) Budget Variance – Finance Committee Responsibilities: - The Committee considered the September 2022 updated financial information, as previously circulated and the items relevant to this Committee, there were no concerns. b) To consider Budget requirements for 2023-24, 2024-25, 2025-26: – These are the recommendations for the budget requirements ➤ Video Conference/Projection Facilities – defer this project and return funds to general reserves. ➤ Skate Park – include an amount in the budget (figure to be agreed). ➤ Accessibility Improvements – the Friends of Thanckes Park, will be donating up to £3,000 therefore include £7,000 from general reserves (total £10k) in the budget for 2023-24. ➤ Weedspraying – reduce the number of annual sprays from three to one and liaise with the contractor about the most appropriate time. ➤ Vision Projects/ Torpoint Town Project Board – the Chairman (Councillor G J Davis) detailed the expectation to employ a project director at a cost of approximately £40k from general reserves. ➤ Neighbourhood Development Plan – no additional requirement, as grant funding will be sought. ➤ Events – Freedom of Torpoint, include in revenue budget sufficient amount for this event. Unable to confirm whether the town council will organise an activity for the King’s Coronation until advised about an additional Bank Holiday. ➤ Sports Action Group – following discussion no funding is currently required for the budget discussions. (Councillors Mrs. C E Goodman and C R Still left the room as this agenda item was discussed). ➤ Parks / Tennis Courts – following consideration of the budget remaining, £7,500 to be included in the revenue budget for capital / replacement parks programme.</p>	<p>Council</p>

- Newsletters – include sufficient funds in the budget for a minimum of three newsletters per year.

87-22D&L Items Referred to this Committee

None.

88-22D&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	
CAMBRIDGE FIELD	i. Hedge height reduced – works completed. ii. Biffa - Purchase Order placed for emptying of parks bins. Additional to be ordered. iii. Boundary wall repairs to be undertaken, contractor instructed.
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. CCTV purchase order placed for tennis courts ii. Musical instrument 'drumstick' missing. iii. Entrance gate, following initial inspection by third party contractor, following alleged personal injury claim; quotation for repair now received. Operations Manager seeking comparison quotation to replace with new, as gate is 19 + years old.
TENNIS COURTS and TENNIS HUT	i. Tennis Hut. ACTION 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. Site meeting scheduled for Monday 7th November, to review partial removal of fencing to allow for installation of gate to top tennis court.
OTHER ACTIVITIES	i. Mowing has continued and is up to date for this time of the year. ii. Community Hub & Library - CCTV quotation received. For the Supply, 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. Still awaiting second quotation. iii. Reading Sheds have been installed in Bénodet Park for the Community Hub and Library Devolution Improvements.

	<p>iv. Tree branches at skate park are partially blocking CCTV camera, which also overlooks Thanckes Play Park. Been advised that branches MUST NOT be removed by Town Council staff in the future. Awaiting advice from Cornwall Council regarding removal.</p> <p>v. Skate Park request from adult users of the park, for the installation of a grind rail. ACTION, discuss in the meeting.</p>	
<p>The Clerk and Operations Manager referred to the report:</p> <p>i) Thanckes Park Play Park CCTV Installation – Clerk to email the Friends of Thanckes Park group to advise that the purchase order for the CCTV had been placed. Clerk</p> <p>ii) Thanckes Park Play Park – Operations Manager to order musical instrument to replace the damaged one. Ops Mgr</p> <p>iii) Thanckes Park Play Park – Councillor Mrs. L Fellows highlighted that consideration could be made to introduce disabled access at the top gate of the park, Operations Manager to consider this in the future. Ops Mgr</p> <p>iv) Thanckes Park Play Park – following discussion, the Chairman (Councillor G J Davis) recommended, this was seconded by Councillor Mrs. J M Martin, to delegate to the Clerk to purchase a replacement gate for the park and arrange the installation, to a maximum ceiling limit of £2,000. For consistency across the play parks, financial regulations will be waived, if appropriate. Council</p> <p>v) Tennis Hut and Gate – the Chairman (Councillor G J Davis) will arrange to meet with the Operations Manager and review the improvement works needed for the tennis hut. The Operations Manager has arranged a contractor meeting to progress the tennis gate changes. Cllr Davis/ Ops Mgr</p> <p>vi) Skate Park – removal of tree branches – the Operations Manager to email Councillor J Tivnan BEM on this matter. Ops Mgr</p> <p>vii) Skate Park – the Operations Manager briefly detailed a request from adult users of the skate park, the Chairman (Councillor G J Davis) agreed to take these proposals to the next meeting of the Friends of Thanckes Park Group. Cllr Davis</p>		
<p>89-22D&L Planning Applications None.</p>		
<p>90-22D&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 74-22D&L (a) the Chairman (Councillor G J Davis) explained there is no further update from the TTPB, the final version of the Strategic Report Torpoint Regeneration Study has now been received.</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>		

Pursuant to minute 74-22D&L (b. i) the Chairman (Councillor G J Davis) explained the original offer letter has now expired and there is no further update from the Sports Action Group and discussions on this project are welcomed in the future.

ii) Torpoint Environmental Action (TEA) initiative: -

Pursuant to minute 74-22D&L (b. ii) Councillor Mrs. C E Goodman provided an update on the TEA initiative and it is agreed to remove this from future meeting agendas. Councillor Goodman highlighted the group does not currently have a treasurer and suggestions on the way forward were put.

c) Neighbourhood Development Plan (NDP): -

The Chairman (Councillor G J Davis) explained the knowledge base has been forwarded to Cornwall Council for their initial review and the Clerk will be updating the draft Neighbourhood Plan, as a priority, in due course.

Clerk

91-22D&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 – completed.
- Contact the Torpoint Allotment Association, to establish current position of Torpoint allotments. The Chairman (Councillor G J Davis) detailed information from the Torpoint Allotment Association and it is agreed for the Clerk to continue to 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 explained this will move to the Personnel Committee for consideration.

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92-22D&L Accounts for payment: -

Contact Name	Invoice Number	Total	Tax Total	Net	Description
Cornwall Council	8100305574	25.02	4.17	20.85	Dog Waste Bags (1,500 bags)

93-22D&L Correspondence: -

a) Enquiry for a Bus Shelter on Antony Road – Rame Peninsula Public Transport Users Group: - Unfortunately, after having conversations in the past, it is regrettable the council does not consider it to be a feasible proposition to install a bus shelter at this location.

b) Landscape Character Assessment Invitation – Cornwall Environmental Consultants: - Noted.

c) Community Network Programme Review: The Future of Cornwall's Area Partnerships – Cornwall Council: -

Following consideration, the council echo's everything that was discussed at the virtual meeting of

Clerk

Clerk



<p>the CNA (Community Network Area), held on Tuesday 1st November. There is a real significant concern regarding the proposed size of the "Community Area Partnerships" and the ability for it to be an effective partnership, going forward.</p> <p>d) Cornwall Gateway Network Highway Scheme – latest update – Cornwall Council: - Noted.</p>	<p>Clerk</p>
<p>94-22D&L Date of next meeting Thursday 1st December 2022.</p>	
<p>95-22D&L Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <ul style="list-style-type: none"> ➤ 2022-23 National Salary Award – Councillor Mrs. J M Martin proposed to implement 2022-23 salary award as notified by NALC today, this was seconded by the Chairman (Councillor G J Davis) and it is recommended to implement this pay award as swiftly as possible. <p>Meeting closed at 8.53pm _____ Chairman</p>	<p>Council</p>