

**MINUTES** of a meeting of the Development and Localism Committee held on Thursday 1<sup>st</sup> December 2022 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

**PRESENT:** - Councillor J Tivnan BEM (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 Still, plus the Town Clerk & RFO (Clerk).

	<b>ACTION</b>
<p><b>96-22D&amp;L Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor G J Davis (Deputy Town Mayor), Councillors C R Sawyer and B A Walsh.</p>	
<p><b>97-22D&amp;L Declarations of Interest relating to items on the Agenda</b> None.</p>	
<p><b>98-22D&amp;L Community Hub and Library: -</b> 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"> <li>➤ The footfall has continued to increase, with 392 visitors recorded on Market Sunday. Councillor Mrs. J M Martin congratulated the team, particularly for this event, highlighting what a success the venue had been and the Town Mayor highlighted with the presence of Father Christmas, supported by Torpoint and Rame Peninsula Lions Club, was also a roaring success.</li> <li>➤ Members showed their delight and minuted thanks to everyone who had helped to design and paint the bollards at the front of the building, which are looking fabulous!</li> <li>➤ The Community Hub and Library Manager was pleased to advise additional statistics which show the average footfall increasing on a daily basis.</li> <li>➤ An Oakwood College student had recently undertaken some work experience, in the café, this was a superb initiative for the student and it is hoped this opportunity with the College will continue in the future.</li> <li>➤ Community winter support – there has been little take-up of the support, therefore will be looking to make the complimentary drinks easier to access along with the ‘warm bags’. Assistance has recently been provided to homeless individuals, who have been signposted to areas of support.</li> <li>➤ The Cornwall Council Home Library Service provision will be ending, with the Community Hub being expected to continue to fund and provide this provision. For this facility, there are four customers and currently one volunteer who supports these customers, who is willing to continue to offer book home delivery service. This could mean the council paying mileage expenses for one customer, who lives in an outlying Parish.</li> <li>➤ Discussions are ongoing looking at how the facility could have varied open hours, or provide a book collection/drop off service outside of the current opening hours. Thoughts so far include: - <ul style="list-style-type: none"> <li>i. Use a partner facility/shop as a collection point;</li> <li>ii. Provide a 24hour secure collection point in the grounds of the building, which is accessible using a pin code;</li> <li>iii. Extend the opening hours on a Thursday evening (with opening time staying the same).</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>➤ Friday 2<sup>nd</sup> November is the annual Christmas Craft Fayre, with the facility participating in 'Elf Day' which will be fundraising for the charity Alzheimer's UK.</li> <li>➤ A thank you buffet is being planned for Monday 12<sup>th</sup> December, for all the volunteers who help to support the running of the facility.</li> <li>➤ The Archives and Heritage Centre has also seen an increase in footfall.</li> </ul> <p>Having recently visited Bodmin Library, Councillor Mrs. L Fellows expressed her enthusiasm for the Community and Library Hub Manager to link up with their autism advocate Tigger Pritchard, the CH&amp;LM will action contact.</p> <p>b) Income: - this had not been circulated in advance. (The Community Hub and Library Manager left the meeting at this point.)</p>	CH&LM
<p><b>99-22D&amp;L Minutes of the previous meeting</b></p> <p>It was <b>resolved</b> that the minutes of the Development and Localism Committee meeting held on Thursday 3<sup>rd</sup> November 2022 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>100-22D&amp;L Matters arising from the minutes</b></p> <p>a) CCTV installation at Bénodet Park / Thanckes Park Play Park: - Pursuant to minute number 83-22D&amp;L (b) the Clerk explained the contractor is scheduled to commence the additional CCTV installation at Bénodet Park / Thanckes Park Play Park week commencing Monday 12<sup>th</sup> December. The Operations Team will be undertaking some pre installation work. The Chairman (Councillor J Tivnan BEM) highlighted that as Cornwall Councillor he had contacted Cornwall Council regarding removal of some of the tree branches which have been overhanging the existing CCTV, overlooking the skate park.</p> <p>b) Update following the Accessibility Audit and Diverse Panel meeting, with revised audit: - Pursuant to minute number 83-22D&amp;L (c) Councillor Mrs. L Fellows explained the revised version of the Accessibility Audit, following the inaugural meeting of the Diverse Panel, had been circulated with the committee papers and it now includes suggestions which could be considered in the "whole town". Additionally, Councillor Fellows referred to an email which had been forwarded to Councillor Tivnan, in his capacity as Cornwall Councillor, to ask for Cornwall Council's consideration of some of the issues highlighted on the audit report.</p> <p>c) Replacement gate Thanckes Park play park: - Pursuant to minute 88-22D&amp;L (iv) the Clerk explained the purchase order for the replacement gate will be actioned in the new year.</p>	Cllr Tivnan  Clerk
<p><b>101-22D&amp;L Policies referred to this Committee</b></p> <p>a) Torpoint Town Council Strategy Review Updates are to be actioned.</p> <p>b) Recommendations for the budget proposals: - Pursuant to minute number 86-22D&amp;L (b) members accepted there had not been enough time to consider the recommendations from this committee (For General and Ear marked Reserves) and therefore suggest an Extraordinary Finance and Operations Committee meeting is called to consider this element of the budget for 2023/24, with a suggested meeting date of Monday 9<sup>th</sup> January 2023.</p>	Cllr Davis/ Clerk         <b>Council</b>
<p><b>102-22D&amp;L To consider the Council Business Risk Management</b></p> <p>a) Budget Variance – Finance Committee Responsibilities: - The Committee considered the October / November 2022 updated financial information, as previously circulated and the items relevant to this Committee, there were no concerns.</p>	

**103-22D&L Items Referred to this Committee**

None.

**104-22D&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. Purchase Order placed for emptying of parks bins. Additional bin to be ordered.  ii. Boundary wall repairs to be undertaken, contractor instructed.  iii. Member of the public who lives overlooking Cambridge Field has recently commented on the high numbers of users in the Park, since the improvements have been installed.
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 the fence (can be considered at the next asset tour).
THANCKES PARK PLAY PARK	i. CCTV purchase order placed for tennis courts, commencing installation Monday 12th December 2022.  ii. Musical instrument 'drumstick' missing, replacement to be actioned.  iii. Following council approval, replacement gate to be ordered and contractor to be instructed to fit the same.
TENNIS COURTS and TENNIS HUT	i. Tennis Hut. ACTION  ii. Following contractor site meeting, initial quotation has arrived, awaiting revisions of the same. Continuing liaison with the LTA.  iii. Correspondence from the Friends of Thanckes Park Group, offering the council additional funds, to be ring fenced for accessibility improvements to the tennis courts. ACTION
OTHER ACTIVITIES	i. Mowing has ceased, due to the inclement weather.  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. Tree branches at skate park are partially blocking CCTV camera, Councillor Tivnan is now liaising with Cornwall Council on this matter.  iv. Skate Park request from adult users of the park, for the installation of a grind

rail, this has been passed to a volunteer within the Friends of Thanckes Park group to make contact to establish requirements and possible viability.

The Clerk referred to the report, there were no additional concerns or updates needed.

### **105-22D&L Planning Applications**

None.

### **106-22D&L Localism**

a) Town Team Project Board (TTPB) / Good Growth programme (part of Cornwall & Isles of Scilly Shared Prosperity Fund): -

Pursuant to minute 90-22D&L (a) the Clerk explained the funding bid for the Good Growth programme is scheduled to be submitted by close of play tomorrow (Friday 2<sup>nd</sup> December).

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 90-22D&L (b. i) the Town Mayor (Councillor Miss R A Evans) explained that progress with the sports projects is ongoing.

c) Neighbourhood Development Plan (NDP): -

The Clerk explained the funding bids have been completed and submitted to Locality, to fund the Strategic Environmental Assessment and Habitats Regulations Assessment, as required by Cornwall Council. Feedback from Cornwall Council on the draft evidence base is awaited, and the Clerk will be updating the draft Neighbourhood Plan, as a priority, in due course.

Clerk

### **107-22D&L Climate Emergency Action Plan**

a) To consider the actions relating to this Committee: -

- Contact the Torpoint Allotment Association, to establish current position of Torpoint allotments. The Clerk is continuing to liaise with Cornwall Council and Antony Estate about the possible provision of any additional allotment land in the town.
- Councillor Mrs. C E Goodman reported, having attended the Cornwall Gateway Climate Emergency meeting, earlier the same day, highlighting a forthcoming event being held at Liskeard Community Centre, which a member of the Torpoint Environmental Action group is attending.
- The Town Mayor (Councillor Miss R A Evans BEM) explained having called a meeting with a local resident to discuss their concern about the weed spraying being undertaken had taken place, the meeting had reached a conclusion, the Operations Manager and Clerk provided support at the meeting.

Clerk

### **108-22D&L Accounts for payment: -**

Contact Name	Invoice Number	Total	Tax Total	Net	Description
ESP Training & Consultancy	6318	432.00	72.00	360.00	Manual Handling Training all staff
ASG Security	38256	139.60	23.27	116.33	Annual maintenance Emergency Lighting System – Council Chambers

<p><b>109-22D&amp;L Correspondence: -</b>  a) Winter Warmth Support: -  Noted.  b) Co-op Fundraising – Friends of Thanckes Park: -  Members directed the Clerk to reply to the Friends of Thanckes Park group accepting and thanking them for the donation of £1,649.63 towards improving accessibility to the tennis courts.  c) 50 Years of the Cornish Buildings Group 'Buildings at Risk' project: -  Noted.  d) Youth Provision Review - Cornwall Council: -  Members directed the Clerk to reply to Cornwall Council highlighting the work being undertaken by Action for Children, who are successfully running and supporting the weekly Youth Club in the town.</p>	Clerk
<p><b>110-22D&amp;L Date of next meeting</b>  Thursday 2<sup>nd</sup> February 2023.</p>	
<p><b>111-22D&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 Chairman (Councillor J Tivnan BEM) shared an email which had been received from Cornwall Council regarding the current position with the promenade. Following a recent site visit to assess the poor condition of the shelter, repairs to the roof will be undertaken in due course. Councillor Tivnan continued there is an opportunity for the town council to take on the remaining benches at this site, Members expressed their concern about the current condition of them and indicated they would not be willing to take on responsibility whilst in this condition. Councillor Tivnan agreed to feed this back to Cornwall Council and will highlight the importance of this location as it is "The Gateway to Cornwall."</li> </ul> <p>Meeting closed at 7.51pm _____ Chairman</p>	