

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Forward Planning Committee held on Thursday 1st May 2014 at 7.30pm in the Committee Room of the Council Chambers, York Road, Torpoint.

PRESENT:- Councillor E H Andrews (Chairman), Councillor M N Pearn MBE (Town Mayor), Councillors Mrs. K Brownhill, G J Davis, Mrs. C E Goodman, Mrs. C A Jackson, Mrs. J M Martin and J Tivnan plus the Town Clerk.

1-14 FP Apologies for Absence

Apologies for absence were submitted on behalf of Councillor L E Keise.

2-14 FP Declaration of Interest relating to items on the Agenda

None.

3-14 FP Minutes of the previous meeting

The Minutes of the previous meeting held on the Thursday 3rd April 2014 were taken as read, confirmed and signed by the Chairman.

4-14 FP Matters arising from the minutes

a) Hall Heating System:-

Pursuant to minute 132-13 (a) the Town Clerk drew attention to the terms and conditions supplied by the contractor confirming that the organisation wishes to receive 75% of the payment in advance of the work/goods being received or undertaken. This is in conflict with financial regulation 6.2 where the RFO has to be satisfied that the goods etc. have been received or work carried out. Councillor G J Davis suggested that goods purchased by the contractor would have to be clearly labelled "Torpoint Town Council" property to clarify ownership should a problem arise. It was suggested that this might not satisfy the relevant financial regulation and in the circumstances might prove difficult to control. It was therefore **recommended** that this Council does not proceed with the proposed contract until any current issues are addressed and simultaneously the Council looks to alternative suppliers for the heating system.

b) Doctors Surgery:-

Pursuant to minute 132-13(c) the Town Mayor explained to the members that the surgery has been sold. It was acknowledged that this scenario was a likely eventuality given the property was for sale when the Council expressed an interest and further and that it would take around 6 to 8 weeks for Cornwall Council to list the premises as a community asset. It was suggested that the application submitted by this Council is allowed to proceed to the ultimate decision as it might still have some benefits. The Mayor also explained that NHS and Cornwall Council are proposing to sell the Health Centre/redundant Fire Station site in Harvey Street. It is recommended that this Council applies for a Neighbourhood Development Order to cover not only the redundant Fire Station and Health Centre but also the Police Station and Library. Councillor G J Davis sought to ascertain what this Council intends to do with the proposed site if the Neighbourhood Development Order is obtained.

c) Any Business that has been disclosed to the Chairman and members prior to the meeting:-
 Pursuant to minute 142-13 Councillor J Tivnan expressed his disappointment at the response from Cornwall Council on the control measures for the eradication of Japanese Knotweed. Councillor Tivnan claimed the current strategy was clearly not working and again sought to ascertain the review processes that Cornwall Council had in place to gauge the effectiveness of the eradication programme. Application of the most effective measures was discussed together with herbicide treatment. It was noted that the Clerk is to email Cornwall Council to posit the questions on review processes. Councillor Tivnan suggested that should the response be less than satisfactory then this Council seeks the views of an independent expert. Pursuant to minute 142-13 the Mayor explained that the rugby club would be assessing whether a total ban was required or possibly dogs on leads. Councillor Mrs. C E Goodman would contact the rugby club on this matter and on receipt of the relevant information would signpost the Clerk to the relevant officer at Cornwall Council. Pursuant to minute 142-13 the Clerk reported receipt of the licence from Cornwall Council and also a return of the licence fee being a local council. The Clerk suggested that a planting scheme is undertaken for all the parks under this Council's control. It was reported that the contractor undertaking flower bed maintenance had noted that the depth of soil in the flower beds was totally inadequate and as a result the plants were competing with each other for moisture and nutrients and the roots had become entangled. Councillor J Tivnan suggested putting in raised beds similar to those on the Harvey Street hill opposite the Health Centre and redundant Fire Station.

5-14 FP Policies reviewed by this Committee

None. The Clerk reported that he has provisionally re-allocated policies and protocols for review following the Committee restructure process. It was **recommended** that the re-allocation of policies and protocols should be considered at the annual meeting of this Council and further it is **recommended** that the Forward Planning Committee should be renamed the Asset Management and Operations Committee that would clearly reflect the new dynamics of this Committee. It was also **recommended** that the revised terms of reference for each Committee should be considered by each committee at the first Committee meeting of the new civic year.

6-14 FP Items referred to this Committee

a) Publicity Policy:-

Councillor G J Davis spoke on this matter. Councillor Davis was of the opinion that the Council needed to move on from the current format of the publicity policy to include a corporate brand and profile with a policy on presentation etc. Councillor Davis was also of the opinion that more information on the Council structures and performance is needed. The Chairman briefed members on the history of this policy and the current remit. Councillor Mrs. J M Martin suggested a branding operation for this Council to include the operational side. The Clerk produced website statistics for the Committee that were duly noted. Councillor Davis observed that the website should become more active suggesting that currently it was too passive. Councillor Davis also championed the use of social media sites such as Facebook and Twitter with possible links to the Town Council website. Following further discussion it was **recommended** that the current policy is retained with the Committee working on a new holistic policy that would include a corporate branding approach together with embracing new technologies to inform the wider audience and stakeholders.

7-14 FP Health and Safety

Councillor J Tivnan briefed members on the progress of the policy. It was **resolved** that the various operational strands to the health and policy would be consolidated at the June meeting of this Committee. The Clerk also suggested that operationally it would be extremely useful if the methodology and record keeping of the Council could be monitored by key members of this Committee in the form of a small working party. This would underpin the operations of the Council and members concurred with the Clerk's suggestion. The Clerk reported that the contractor engaged to undertake work in Benodet Park had drawn attention to an electric cable that was close to the surface in the flower bed. It was understood the contractor was to email photographs of the cable. The Mayor understood that this was a lighting cable. The Clerk would liaise with Councillor Tivnan if necessary or simply have the cable removed as required. On the subject of the flower beds the Clerk understood from the contractor that the depth of top soil was far too shallow and that the roots of the plants were competing for little moisture and nutrients. After discussing the matter it is suggested that raised beds are installed within the park and that a new planting schedule is undertaken to introduce more appropriate plants into the newly formed beds. It was also noted that there are no litter bins in the park and this matter would be investigated.

8-14 FP Council Chambers

It was noted that the southern end of the complex had now been painted and a quotation had been received for painting the remainder of the building. It was resolved that no further action can be taken until further estimates are received [Financial Regulation 11(a) refers].

9-14 FP Council Communication Strategy

Councillor G J Davis briefed members on the latest edition of the Tyhee Times and distributed the latest hard copy for member's information. Councillor Davis also noted that the publication had been allocated a page on the Council's website. It was suggested that around 50 hard copies are printed for distribution at key points around the town. Various locations were suggested for the document to be located.

10-14 FP Correspondence

None.

11-14 FP Planning Applications

None.

12-14 FP Accounts for Payment

PAYEE	REASON	GROSS	(VAT)	NETT
British Gas	Gas Supply	926.48	154.41	772.07
Wilkinsons Electrical	Light Repairs	115.02	19.17	95.85
Don Benson	Clock Winding	35.00	0.00	35.00
NDF Civils & Property Serv	Grass Cut Benodet Park	80.00	0.00	80.00
NDF Civils & Property Serv	Grass Cut Rendel Park	50.00	0.00	50.00
CE Builders	Exterior Painting/Repairs	2,160.00	360.00	1,800.00

13-14 FP Date of next meeting

The date of the next meeting will be Thursday 5th June 2014 at 7.00pm.

14-14 FP Any Other Business

- The Mayor reported that the mini-bus was currently non-operational as financing the vehicle was proving difficult and it was not paying its way and suggested that the bus might have to be sold as a result. The Mayor asked if the Town Council might be interested in operating the vehicle for community use. Councillor J Tivnan spoke on the financial implications of operating the mini bus and cited examples of running costs. Councillor G J Davis suggested that there is not a great deal of benefit to the community given the operating expenses and likely cost implications. Councillor Mrs. C E Goodman asked for the time factor in disposing of the vehicle although it was noted that the vehicle is currently being garaged on a local farm as it was currently not insured. Following further discussion it is **recommended** that this Council does not take on the mini bus.
- Councillor Mrs. C A Jackson advised the meeting that another retail business in Fore Street had closed.

The Chairman thanked all members for their support during the civic year and closed the meeting

Meeting closed 8.47pm.....Chairman