

MINUTES of a meeting of the Development and Localism Committee held on Thursday 2nd February 2023 at 7.00pm in the Torpoint Library and Community Hub, Fore Street, Torpoint.

PRESENT: - Councillor G J Davis (Deputy Town Mayor) (Chairman), Councillors Mrs. C E Goodman, L E Keise, Mrs. J M Martin, C R Still and J Tivnan BEM plus the Town Clerk & RFO (Clerk).

	ACTION
<p>112-22D&L Suspension of Standing Orders The Chairman (Councillor G J Davis) proposed the Suspension of Standing Orders, this was seconded by Councillor Mrs. J M Martin and it was resolved to suspend Standing Orders to allow a presentation from the Chair (Dr Mel Priston) and Vice Chair (Mr Scott Lavin) of the Tamar Toll Action Group.</p> <p>At the end of the presentation the Chairman thanked Mel and Scott for giving up their time to come and talk to members of Torpoint Town Council.</p> <p>(Standing Orders were re-instated at 7.27pm.)</p>	
<p>113-22D&L Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss R A Evans BEM (Town Mayor), Councillors Mrs. L Fellows, C R Sawyer and B A Walsh.</p>	
<p>114-22D&L Declarations of Interest relating to items on the Agenda None.</p>	
<p>115-22D&L Minutes of the previous meeting It was resolved that the minutes of the Development and Localism Committee meeting held on Thursday 1st December 2023 were taken as read, confirmed and signed by the Chairman.</p>	
<p>116-22D&L Matters arising from the minutes a) CCTV installation at Bénodet Park / Thanckes Park Play Park: - Pursuant to minute number 100-22D&L (a) the Clerk explained the CCTV installation is now complete, there had been delays due to incorrect equipment being sent to the contractor before Christmas.</p> <p>b) Update following the recent Torpoint Diverse Panel meeting: - Pursuant to minute number 100-22D&L (b) the notes of the recent meeting had been previously circulated. The Clerk drew Members attention to the following points: -</p> <ul style="list-style-type: none"> ➤ The suggestion for 'bobble stones' on the pavements outside the Council Chambers had not previously been mentioned to (Cornwall) Councillor J Tivnan BEM and would need to be discussed at the next meeting. ➤ Removal of the handrail at Cambridge Field – Members did not see this as preventing access to the park and therefore the handrail will remain in situ due to the close proximity of the entrance to a busy main road and the recommendation removed from the audit. ➤ Tennis courts accessibility – the Diverse Panel group is delighted to hear about the works to improve the accessibility to the top tennis court. ➤ The Diverse Panel group will help seek funding opportunities to enable Accessibility Statements to be compiled for all the council premises. These statements will need to be filmed first, then edited, also written and audio transcriptions prepared, the group 	

<p>acknowledge this is significant project to undertake and then complete.</p> <p>c) Replacement gate Thanckes Park play park: - Pursuant to minute 100-22D&L (c) the Clerk explained the purchase order for the replacement gate has been placed and delivery of the gate is now awaited. Installation will be arranged when the gate is received.</p>	
<p>117-22D&L Community Hub and Library: -</p> <p>a) The Clerk presented the Community Hub and Library report and the additional update as previously circulated and highlighted the following: -</p> <ul style="list-style-type: none"> ➤ Coffee machine 'price per cup' charges were increased at the beginning of this month and it will now be more cost effective to change the current coffee machine arrangement. The arrangement will be changed to a monthly rental charge of £100.00 per month, with coffee beans, milk powder, chocolate powder and sugar separately charged. With the current charges for these items and considering the December 2022 usage (600 cups sold), there is an approximate saving of £487.00 per month. Under the new arrangement, the following applies: - <ul style="list-style-type: none"> i) No contract; ii) Supply and fit machine; iii) Free servicing and repairs; iv) Free training. Members agreed this new coffee machine arrangement. ➤ The Clerk detailed the proposed prices for tea, coffee, chocolate and staff drinks, to be implemented from 1st April 2023; following discussion the prices were agreed. Members expressed an enthusiasm to find out the reason(s) why customers visit the facility and asked (via the Clerk) the Community Hub and Library Manager to develop a short survey, to find out these reasons. ➤ The new Click&Collect+ service will start with Kardkadia, who have kindly agreed to be a collection and return point for customers who are able to reserve books online, but unable to get to the facility between Monday to Friday to collect them. Customers will now be able to collect and return books every Saturday when Kardkadia is open, 0900 – 1500. A reminder that from Sunday 26th March, customers will also be able to collect and return books at the library, when it is open to coincide with the Street Market on the last Sunday of every month, 1000-1400. Discussion ensued about the whether the library should re-open on regular Saturday's. Members were keen to ensure value for money and therefore, due to staffing costs plus overheads, it is agreed to trial the Kardkadia Click&Collect+ service and currently not re-open the library on Saturday's. <p>b) Income: - Noted.</p>	<p>CH&LM</p>
<p>118-22D&L Policies referred to this Committee</p> <p>a) Torpoint Town Council Strategy Review – updates have been actioned, the Chairman (Councillor G J Davis) minuted thanks to the Town Council Support Officer and Clerk for their work to update the Strategy. With some additional changes needed, deletion of Torpoint Traders Forum, also updates to the Lower Fore Street Redevelopment opportunities, plus an additional Powerpoint slide detailing Plastic Free status and the recent adoption of the Climate Action Plan. With these changes to be actioned in advance of the council meeting, it is recommended to adopt the updated Town Council Strategy and subsequently publish the document on the website and social media.</p>	<p>Council</p>

119-22D&L To consider the Council Business Risk Management

a) Budget Variance – Finance Committee Responsibilities: -

The Committee considered the December 2022 financial information, as previously circulated and the items relevant to this Committee, there were no concerns.

120-22D&L Items Referred to this Committee

a) Tamar Toll Action Group consider support?

Following discussion it is **recommended** the town council: -

- i) Supports the aim of the Tamar Toll Action Group to abolish the tolls on the Tamar Crossings;
- ii) Advises the local Parish Councils of the support given by the town council;
- iii) Publicise the support on social media, website etc.
- iv) Offers free of charge use to the Tamar Toll Action Group for the hire of council facilities for a public meeting.

Council

121-22D&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	<ul style="list-style-type: none"> i. Cormac Purchase Order placed for emptying of parks bins. Additional to be ordered. ii. Boundary wall repairs to be undertaken, contractor instructed. iii. Parks information sign moved to make safe, initial fixings did not have enough purchase due to depth of Tarmac. iv. Biffa contacted about not emptying bins, now resolved.
CHESTNUT CLOSE PLAY PARK	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> i. CCTV purchase order placed for tennis courts; contractor has had supply issues leading to delay in installation. ii. Musical instrument 'drumstick' missing. Enquires made to source replacement for this and the damaged drums. iii. Entrance gate, following initial inspection by third party contractor, following alleged personal injury claim; quotation for repair now received. Replacement gate ordered.
TENNIS COURTS and TENNIS HUT	<ul style="list-style-type: none"> i. Tennis Hut. Works to make water tight have started. 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.

<p>OTHER ACTIVITIES</p>	<p>i. Mowing has commenced when weather conditions allow</p> <p>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.</p> <p>iii. 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. Email received from Cornwall Council 07 December 2022. Cormac can carry out the work but Torpoint Town Council will need to fund this.</p> <p>iv. 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 referred to the report there were no issues to highlight. The Chairman (Councillor G J Davis) referred Members to former discussions regarding making improvements to the tennis hut, explaining the Operations Team had commenced a 'clean-up' of the hut, with the plan to continue with the improvements, which include removal of waste from the site.</p>		<p>Ops Manager</p>
<p>122-22D&L Planning Applications None.</p>		
<p>123-22D&L Localism</p> <p>a) Town Team Project Board (TTPB): - Pursuant to minute 106-22D&L (a) the Chairman (Councillor G J Davis) provided an update on the two funding bids which have been submitted: -</p> <ul style="list-style-type: none"> ➤ A bid to the Good Growth programme was submitted in December and a decision on the application is awaited. ➤ A bid to the Community Levelling Up Fund has been submitted this week for the TITAN (Torpoint Integrated Travel Network) Project. <p>b) Vision and other Projects.</p> <p>i) Sports Facilities Pursuant to minute 106-22D&L (b. i) there is no update on progress with the sports facilities projects.</p> <p>c) Neighbourhood Development Plan (NDP): - The Chairman (Councillor G J Davis) explained the NDP steering group met recently and a timeline to Referendum in May 2024 has been set. It is anticipated the Pre-submission consultation will be carried out in June 2023, with consultants engaged to support the hybrid consultation. The steering group is planning to meet every four weeks to ensure momentum is continued and the timeline adhered to. Additionally, Clifton Emery Design will need to be engaged to support the final changes, public consultation and changes needed after Statutory Examination. The Clerk is scheduled to update the plan and the evidence base, ready to forward to Clifton Emery Design. The NDP steering group will consider the fee proposal from Clifton Emery Design at the next meeting, scheduled for Tuesday 28th February 2023, at 7.00pm.</p>		
<p>124-22D&L Climate Emergency Action Plan</p> <p>a) To consider the actions relating to this Committee: -</p> <ul style="list-style-type: none"> ➤ Councillor Mrs. C E Goodman was pleased to advise the first Repair Café is starting 26th March 2023, with a sewing repair session planned. 		

- Councillor J Tivnan BEM explained, having fed back concerns to the Royal British Legion poppy appeal about commemorative wreaths being made of plastic, there are changes forthcoming and although these may not be implemented in time for this years' annual Remembrance, they will be implemented for 2024.

125-22D&L Accounts for Payment.

Contact Name	Invoice Number	Total	Tax Total	Net	Description
Cornwall Council	8100333402	66.00	0.00	66.00	Seagull proof sacks plus delivery
HSS Pro Service LTD	19709008	10.44	1.74	8.70	Extension hire cherry picker
Cornish Tea and Coffee	SL67921	532.95	0	532.95	Café Supplies

126-22D&L Correspondence

a) Arrangements for Cornwall Council's Waste Collection and Cleansing Contract for 2023/24 on devolved sites: Thanckes Park, Borough Farm, Chestnut Close & Cambridge Field: -
The correspondence was considered as it is **resolved** to continue with Cornwall Council waste collection and cleansing contract for the parks for 2023/24, in line with the current system which is in place, at a cost of £2,009.06. Prior to the vote being taken, the Clerk reminded Members that previously when quotations had been sought, a local provider had indicated they were unable to tender for this work.

b) Rural / Market Towns Group – link to Introduction survey and opportunity for Councillors to join one or two Sounding Boards: -
Noted.

c) February / March 2023 CALC training bulletin – CALC: -
Noted. This prompted Councillor Mrs. J M Martin to highlight a training log for staff and councillors should be compiled, the Clerk to action. This led to discussion about undertaking a 'skills audit' of Members, which has been undertaken in the past; Councillor Mrs. J M Martin to liaise with the Clerk and take to the next meeting of the Personnel Committee.

Council

Clerk
Clerk

127-22D&L Date of next meeting

Thursday 2nd March 2023.

128-22D&L Any Business that has been disclosed to the Chairman and members prior to the meeting

- The Clerk explained having received correspondence from a local young resident, Mr A Brown, with an accompanying CV, requesting a work experience placement with the council for one week in July 2023. Members were keen to support and approved the request. (Councillor Mrs. J M Martin abstained from the decision making.)

Meeting closed at 8.35pm _____ Chairman