

MINUTES of a meeting of the Development and Localism Committee held on Thursday 2nd March 2023 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. C E Goodman, Mrs. L Fellows, Mrs. J M Martin, C R Sawyer, C R Still, J Tivnan BEM and B A Walsh plus the Town Clerk & RFO (Clerk) and Community Hub and Library Manager (CH&LM).

ALSO PRESENT: - Councillor Mrs. J L Reeves.

	ACTION
<p>129-22D&L Apologies for absence Apologies for absence were submitted on behalf of Councillor L E Keise.</p>	
<p>130-22D&L Declarations of Interest relating to items on the Agenda None.</p>	
<p>131-22D&L Community Hub and Library: - a) The Community Hub and Library Manager presented the Community Hub and Library report as previously circulated, along with feedback from the customer survey and highlighted the following:</p> <ul style="list-style-type: none"> ➤ The average footfall has increased to 208 per day, with over 200 visitors to the building every day this week. ➤ Members discussed the results of the customer survey and were delighted to see the positive comments made. Reflecting on the results of "what could be done better", the CH&LM will ensure there are notices put up advising a highchair is available. Discussion about the limitations of the small oven were discussed and members noted the extent of the café menu, which would not want to be changed. <p>b) Café Income and Expenditure: - Noted. (The Community Hub and Library Manager left the meeting at this point.)</p>	CH&LM
<p>132-22D&L Minutes of the previous meeting It was resolved that the minutes of the Development and Localism Committee meeting held on Thursday 2nd February 2023 were taken as read, confirmed and signed by the Chairman.</p>	
<p>133-22D&L Matters arising from the minutes a) CCTV installation at Bénodet Park / Thanckes Park Play Park: - Pursuant to minute number 116-22D&L (a) the Clerk explained the CCTV installation is now complete, however there is an issue with the cameras not displaying a HD image; the Operations Manager is liaising with the contractor, an invoice is expected for this work, when the issue has been resolved. b) Update following the recent Torpoint Diverse Panel meeting: - Pursuant to minute number 116-22D&L (b) Councillor Mrs. L Fellows and the Clerk summarised actions taken since the last meeting of this committee: -</p> <ol style="list-style-type: none"> 1. An initial enquiry had been put to The National Lottery seeking funding to undertake the accessibility videos etc., the response from The National Lottery had been positive and this would now be followed up in more detail. Having provided more information regarding the accessibility videos, Councillor Tivnan suggested inviting the gentleman back from DisAbility Cornwall to be in the videos, Councillor Davis suggested liaising with CHAT. In response to 	

<p>the funding enquiry, Councillor Mrs. J M Martin explained that Torpoint Town Partnership had originally been set up to assist and then submit funding bids, on behalf of local groups and organisations, particularly where the local authority is unable to apply.</p> <ol style="list-style-type: none"> 2. Enquiries have been put to two local people about the possibility of assisting with the filming of the videos, although at this stage no costs are known. Councillor Martin suggested another person, who it is likely would be keen to assist with this. 3. A meeting will be arranged with Councillor J Tivnan BEM to follow up on the Cornwall Council issues. Councillor Tivnan highlighted the information had been forwarded to the Cornwall Council Highways Manager for consideration, who is visiting the town the following week, Councillor Tivnan will ensure the accessibility issues are including in the visit/meeting. 4. The tennis court accessibility works are continuing, costings are awaited. <p>c) Replacement gate Thanckes Park play park: - Pursuant to minute 116-22D&L (c) the Clerk explained the replacement gate has been delivered, installation is now being arranged, it is anticipated it will be installed before the next meeting of this committee.</p> <p>d) Tamar Toll Action Group: - Pursuant to minute 120-22D&L (a) the Clerk reported the following had been undertaken: -</p> <ol style="list-style-type: none"> i) The Tamar Toll Action Group have been advised of the support from this council to abolish the tolls on the Tamar Crossings; ii) The local Parish Councils have been advised of the support of this council; iii) Support has been publicised on social media; iv) Free of charge use has been offered to the Tamar Toll Action Group for the hire of council facilities for a public meeting. <p>Councillor J Tivnan BEM gave an update from his recent February Cornwall Council report, indicating he is attending a meeting of the Tamar Bridge and Torpoint Ferry Joint Committee the following day.</p>	<p>Cllr Tivnan</p>
<p>134-22D&L Policies referred to this Committee</p> <p>a) Communications Policy and Social Media Policy: - The Chairman (Councillor G J Davis) suggested combining the two policies into one policy. Councillor Mrs. J M Martin recorded her thoughts about the communications policy, saying she felt it was very interesting, particularly highlighting 'Section number 5.2 Election periods'. Councillor Martin continued, in light of the recent election held for the Councillor vacancy in Torpoint East Ward, it is important to note it is NOT the role of the council to promote individual candidates. This period, known as Purdah, is when any pro-active publicity about candidates or other politicians is halted. Councillor Martin explained the process whereby prior to the May 2021 elections, all existing members had written a short biography about themselves, which had then been published on social media and prior to the start of Purdah all the biographies had subsequently been removed.</p> <p>The Clerk explained, when asked by residents about the candidates for the recent Councillor vacancy, had either pointed the enquirer to local social media sites, or shared the two fliers which the candidates had previously emailed.</p> <p>Councillor Mrs. J L Reeves explained that during the recent election she had visited the Library and Community Hub to be available to speak to residents.</p>	

<p>Discussion ensued about the various methods the council communicates, as well as what information the council communicates, in particular what has been published in recent editions of the newsletter. Members’ discussed whether to publish the councillor biographies, which will very soon be published on the website, with some members’ keen to explain to residents’ exactly what the council does. All agreed that a link to the councillor biographies is published, with a summary of what the council does, in the next newsletter. The Mayor (Councillor Miss R A Evans BEM) volunteered to compile the explanation. Other suggestions for the newsletter included: “Report from the Chairman of the Development Committee” or “Report from the Chairman of the Finance and Operations Committee”, or “Report from the Chairman of the Diverse Advisory Panel.”</p> <p>Members agreed a council LinkedIn profile should be set up.</p> <p>The Clerk mentioned use of the informal WhatsApp group, explaining it is not a debating forum and highlighted that not all members are on the group.</p> <p>With some additional changes needed: -</p> <ul style="list-style-type: none"> ➤ Combine the Communications Policy and Social Media Policy into one policy; ➤ The Council’s communications will endeavour to ‘promote democracy’; ➤ 5.2 Election periods – This Council is committed to sending out poll cards in the event of an election. <p>It is recommended to adopt the updated Communications Policy and subsequently publish the document on the website and social media.</p>	<p>Clr Evans</p> <p>Clerk</p> <p>Council</p>						
<p>135-22D&L To consider the Council Business Risk Management</p> <p>a) Budget Variance – Development and Localism Committee Responsibilities: -</p> <p>The Committee considered the January 2023 financial information, as previously circulated and the items relevant to this Committee, key discussion were around: -</p> <ul style="list-style-type: none"> ➤ Reserves – Vision Projects funding. Once the payment had been approved to L & L Diverse Solutions Ltd., there would be a balance of £6,703.50 remaining. ➤ Reserves – Neighbourhood Plan. An amount of £6,746.00 remains in the budget, with anticipated expenditure likely to exceed this figure in the lead up to the Referendum in May 2024, plus no additional budget included in the next financial year, therefore additional funds are likely to be needed to be sought. The Clerk will investigate whether there is any Locality funding available, to assist with funding completion of the Neighbourhood Development Plan. 	<p>Clerk</p>						
<p>136-22D&L Items Referred to this Committee</p> <p>None.</p>							
<p>137-22D&L Devolution of the four Play Parks and tennis courts</p> <p>a) Report on the devolved sites from the Clerk/Operations Manager: -</p> <table border="1" data-bbox="110 1675 1409 1921"> <thead> <tr> <th data-bbox="110 1675 329 1717">FACILITY</th> <th data-bbox="329 1675 1409 1717">CURRENT STATUS/ACTIVITY</th> </tr> </thead> <tbody> <tr> <td data-bbox="110 1717 329 1787">BOROUGH PLAY PARK</td> <td data-bbox="329 1717 1409 1787"></td> </tr> <tr> <td data-bbox="110 1787 329 1921">CAMBRIDGE FIELD</td> <td data-bbox="329 1787 1409 1921">i. The Cradle swing at Cambridge field has had to be removed, due to a split in the seat. As this piece of equipment is less than one year old, awaiting a visit from the suppliers to check it over.</td> </tr> </tbody> </table>	FACILITY	CURRENT STATUS/ACTIVITY	BOROUGH PLAY PARK		CAMBRIDGE FIELD	i. The Cradle swing at Cambridge field has had to be removed, due to a split in the seat. As this piece of equipment is less than one year old, awaiting a visit from the suppliers to check it over.	
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	<p>ii. Bin emptying is now going as per service agreement after some missed collections at the start.</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>	
THANCKES PARK PLAY PARK	<p>i. CCTV has now been installed and is still awaiting adjustment, as picture is not as clear as HD footage should be. Invoice has therefore not yet been issued.</p> <p>ii. Musical instrument 'drumstick' missing. Enquires made to source replacement for this and the damaged drums.</p> <p>iii. Replacement entrance gate has arrived, awaiting installation by contractor.</p> <p>iv. There was an unfortunate incident involving a member of the public, a member of the Operations Team was 'pushed in the chest', whilst he was carrying out daily checks at Thanckes Park Play Park, this has been reported to the Police. Images of the incident were captured on CCTV. Employee is well after the unfortunate incident.</p>	
TENNIS COURTS and TENNIS HUT	<p>i. Tennis Hut. The Tennis hut has been made safe and water tight, with a new roof on the seaward side. All wet and damaged plasterboard and isolation has been removed, old roof stripped. Kitchen area units and cooker disposed of, same for carpet. Material removal £625+ VAT, Materials initial as per quote £340 +VAT Secondary materials £80 +VAT</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. Site meeting scheduled for Monday 7th November.</p>	
OTHER ACTIVITIES	<p>i. Mowing sporadic due to weather.</p> <p>ii. 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>iii. Torpoint Ramps Forum – two free trips to skate parks have been arranged by the group, the town council is supporting these trips by circulating information on social media and to the schools.</p>	

<p>The Clerk referred to the report, the following was highlighted: -</p> <ul style="list-style-type: none"> ➤ The Chairman (Councillor G J Davis) minuted praise to the Operations Team employees' who had undertaken the overhaul of the tennis hut and all agreed the employees' involved will receive a 'thank you treat of cakes/buns', financed by the council; the Clerk to action, for and on behalf of this committee. ➤ The Clerk reminded everyone about the Torpoint Ramps Forum skate park trips being organised, with an invitation to members to attend. ➤ Councillor Mrs. J M Martin reminded the Clerk to arrange the installation and then subsequent taking down later in the year, of the bunting in Fore Street. 	<p>Clerk</p> <p>Clerk</p>
<p>138-22D&L Planning Applications a) PA23/01330 Construction of flat roof rear bedroom extension and the extension of existing porch to provide further living space. 9 Adams Crescent, Torpoint, PL11 2DP. It is resolved there are no observations or objections.</p>	
<p>139-22D&L Localism a) Town Team Project Board (TTPB): - Pursuant to minute 123-22D&L (a) the Chairman (Councillor G J Davis) explained the minutes of the recent Town Team Project Board meeting, along with the PowerPoint presentation slides from the consultant had been previously shared. He continued, giving more details about the three funding bids: -</p> <p>Torpoint Project 1 – One Public Estate Bid & Removal of the Police Station Giving an update on the critical timings, issues and risks of this project.</p> <p>Torpoint Project 2 – Growth Fund Bid for £4m – Jetty Giving an update on the position of the bid, a reply has now been received on the initial bid, further work is now needed to return with a second bid, with a submission deadline of the beginning of April 2023. Clerk to update the Town Team Project Board with this update.</p> <p>Torpoint Project 3 – Community Levelling Up Programme – Mobility Hubs (TITAN) The Chairman detailed the bid for Community Levelling Up Funding submitted to conduct feasibility reports on six initial key hubs on the Rame Peninsula, submitted at the end of January 2023, for an amount of £76k and subsequently bid clarification was sought by the bid team, with a response compiled and submitted in the week commencing 20th February 2023. There were no questions.</p> <p>b) Vision and other Projects. i) Sports Facilities Pursuant to minute 123-22D&L (b. i) the Mayor (Councillor Miss R A Evans BEM) summarised the current position with the sports facilities projects, explaining the topographical survey which had been instructed by Cornwall Council, has now been completed and the final results of the survey are awaited.</p> <p>c) Neighbourhood Development Plan (NDP): - The Chairman (Councillor G J Davis) explained the NDP steering group met earlier this week (Tuesday 28th February) and have agreed the draft Habitats Regulations Assessment. There are some financial recommendations for consideration by the council this month, which will enable the draft Neighbourhood Development Plan to be taken through the Regulation 14 consultation to submission of the plan to Cornwall Council at the end of July 2023.</p>	<p>Clerk</p>

140-22D&L Climate Emergency Action Plan

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

Councillor Mrs. C E Goodman was pleased to advise the following, having attended the Cornwall Gateway Climate Change Network meeting: -

- Discussion relating to allotments and whether allotments are council operated or free standing.
- Questions asked about the grass cutting regime Cornwall Council are following - March and September cuts were suggested.
- Some councils have purchased thermal imaging cameras for use in the community.
- Cormac is visiting Landulph PC with their methane powered truck next week.
- Millbrook PC is looking into cycle containers for residents who do not have space to keep their bikes.
- Discussion about community orchards.
- Red Bus (Saltash area) mentioned.

Clerk to contact Cornwall Council regarding the possible provision of allotment space within the town boundary.

Carbon footprint audit – Operations Manager looking at this.

Clerk

141-22D&L Accounts for Payment.

Contact Name	Invoice Number	Total	Tax Total	Net	Description
Cornwall Council	8100342305	96.00	0.00	96.00	Seagull Proof Sacks
IAE	OP/1809715	1,422.67	237.11	1,185.56	Gate for Playpark Thanckes Pk
L & L Diverse Solutions Ltd	001/2023	6,165.00	1,057.50	5,137.50	Seven and a half days development and consultancy work for Lower Fore Street & other developments
James Hallam Ltd.	19579800	809.00	84.00	725.00	Fleet insurance renewal for ride-on lawnmower and van, 08 th March 2023 to the 07 th March 2024

142-22D&L Correspondence

a) Cornwall Gateway Community Network Scheme update – Cornwall Council: -
Noted.

b) Request to plant six fruit trees at Thanckes Park – Friends of Thanckes Park group: -
Clerk to establish permission from Cornwall Council in advance of returning to this committee with the decision.

c) Request to clean the Basketball court - Friends of Thanckes Park group: -
Thanks were minuted to the Friends of Thanckes Park group for arranging the clean of the basketball court, by a local company.

d) Community Capacity Fund webpage – Cornwall Council: -
Members debated some ideas for submitting an application to the Community Capacity Fund, these include: -

1. Sparrow Park sign – refer to the minutes of the Finance and Operations Committee meeting

Clerk

<p>held on Monday 27th February 2023.</p> <ol style="list-style-type: none"> 2. 'Thinning' of the road at Fore Street, to enable a bench to be installed along the street, will need to speak to the Highways Manager in advance, prior to consideration of this. 3. Community engagement around the Cormac Transport Strategy, which has been undertaken as part of the Town Team Project Board project works. There is the possibility this consultation could be undertaken alongside the Neighbourhood Development Plan Regulation 14 consultation. <p>No decisions on submitting an application were taken at this stage, this will be discussed again at the next meeting of this committee.</p> <p>e) CONFIDENTIAL correspondence – Cornwall Council.</p> <p>To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting for the confidential discussions.</p> <p>The Chairman (Councillor G J Davis) made the proposal, seconded by the Mayor (Councillor Miss R A Evans BEM) and it was resolved that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting due to the confidentiality of the discussions.</p> <p>Following re-instatement into Part I, the meeting resumed at 20.59pm</p>	Clerk
<p>143-22D&L Date of next meeting Thursday 6th April 2023 – Councillor Mrs. J Martin submitted her apologies in advance for this meeting.</p>	
<p>144-22D&L Any Business that has been disclosed to the Chairman and members prior to the meeting None.</p> <p>Meeting closed at 9.00pm _____ Chairman</p>	