



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Development and Localism Committee held on Thursday 6<sup>th</sup> July 2023 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

**PRESENT:** - Councillor G J Davis (Town Mayor) (Chairman), Deputy Town Mayor (Councillor Mrs J M Martin), Councillors Mrs. L Fellows, Mrs. C E Goodman, Mrs. J L Reeves, C R Still (substitute for Councillor Miss R A Evans BEM), B A Walsh plus the Town Clerk & RFO (Clerk) and Community Hub and Library Development Manager (CH&LDM).

	<b>ACTION</b>
<p><b>37-23D&amp;L Election of Chairman for this meeting only</b> In the absence of the Chairman and Vice-Chairman of this committee, the Deputy Mayor (Councillor Mrs J M Martin) proposed that Town Mayor (Councillor G J Davis) should be elected at Chairman for this meeting only, the proposition was seconded by Councillor B A Walsh. There being no other nominations, the Mayor was duly elected as Chairman for this meeting only.</p>	
<p><b>38-23D&amp;L Apologies for absence</b> Apologies for absence were submitted on behalf of Councillors Miss R A Evans BEM, L E Keise, C R Sawyer and J Tivnan BEM.</p>	
<p><b>39-23D&amp;L Declarations of Interest relating to items on the Agenda</b> a) An NRI (Non-Registerable Interest) was declared by: -Torpoint and Rame Active Community Network).</p>	
<p><b>40-23D&amp;L Community Hub and Library</b> a) The recently appointed Community Hub and Library Development Manager, Jes Hirons, was welcomed to her first Development and Localism Committee meeting and presented the Library and Community Hub report as previously circulated. In addition to the report: -:</p> <ul style="list-style-type: none"> <li>➤ Two work experience students, one from Torpoint Community College and one from Plymouth High School for Girls, had spent the week helping out at in the Library and Community Hub. Information shared at the meeting by the CH&amp;LDM, which had been shared on social media, is Appended to these minutes.</li> <li>➤ French Garden Room Project proposal @ Mount Edgumbe. Having been contacted by the Manager at Mount Edgumbe, the CH&amp;LDM summarised an idea for the French Garden Room. Members' encouraged the CH&amp;LDM to pursue this idea, Clerk to support, Councillor Mrs. Kate Ewert and the Chairman of this committee, will be included in a first meeting.</li> <li>➤ The CH&amp;LDM detailed the situation which is arising regarding volunteers who are travelling from outside Torpoint, to support the activities in the Library and Community Hub. Discussion ensued regarding reimbursing the 'out of town' volunteers expenditure/out of pocket expenses and it soon became clear this should be happening, as volunteers should not be out of pocket. The Deputy Mayor (Councillor Mrs. J M Martin) made the proposal which was seconded by Councillor B A Walsh and it is <b>recommended</b> to reimburse out of pocket expenses to volunteers who support/contribute to the running of Torpoint Library and Community Hub, adhering to all other council record keeping (e.g. proof of business car insurance where a mileage claim is being submitted) procedures.</li> <li>➤ iCareiMove – The Clerk and CH&amp;LDM virtually met with two representatives from iCareiMove, who are looking at giving us a demonstration of their wellbeing platform, which could do a number of things including: - cascading information, supporting upskilling and life-long learning, also development of the skills of the volunteers, a future meeting is being planned.</li> </ul>	<p>CH&amp;LDM/ Cllr Evans/ Clerk</p> <p><b>Council</b></p>

The CH&LDM thanked the community plus all the council team for the warm welcome she had received since she had started employment. The CH&LDM is planning to design and display posters detailing the councils Vision, Mission and Purpose, these will be available at the forthcoming Community Day, scheduled for Tuesday 18<sup>th</sup> July, from 2.00pm – 4.00pm. The CH&LDM detailed additional ideas for increasing the footfall, take-up, including running a Lego club, a 'toast station', as well as enhancing the home library delivery service.

The Chairman (Councillor G J Davis) thanked the CH&LDM for their report and presentation of additional information.

(The CH&LMD left the meeting at this point.)

b) Café Income and Expenditure: -  
Noted.

#### **41-23D&L Minutes of the previous meeting**

It was **resolved** that the minutes of the Development and Localism Committee meeting held on Thursday 1<sup>st</sup> June 2023 were taken as read, confirmed and signed by the Chairman.

#### **42-23D&L Matters arising from the minutes**

a) Newsletter and Linked In profile: -

Pursuant to minute number 23-23D&L (a), the Clerk explained the newsletter had now been printed and distributed and the Linked In profile set up.

b) CIL funding: -

Pursuant to minute 23-23D&L (b), the Clerk explained that following the submission of an expression of interest for £85,000, made to Cornwall Council for CIL funding towards the Torpoint and Rame Peninsula 3G Pitch Project, a positive response had been received, inviting the submission of a full bid for funding, with a deadline for submission of 5.00pm on Friday 20<sup>th</sup> October.

c) The General Power of Competence (GPOC): -

Pursuant to minute 30-23D&L (a) (i) and consideration of the information as previously circulated, the Clerk detailed the freedom of the General Power of Competence is available to local councils that meet the criteria for eligibility (Localism Act 2011 s8) set out in a statutory instrument known as the Parish councils (*General Power of Competence*) (*Prescribed Conditions*) *Order 2012* that came into force in April 2012. The Clerk detailed the two criteria for eligibility for adopting the GPOC: -

i) **Elected councillors** - At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councilors. Torpoint Town Council has a total 16 seats, therefore two thirds is a minimum of 11 elected councillors and currently with 14 elected members it meets this criteria.

ii) **The qualified Clerk** – The Clerk must hold at least one of the sector specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. The Clerk is a qualified Clerk and therefore meets this criteria.

Members were reminded that should this council proceed, it is then required to revisit the decision and make a new resolution at every 'relevant' annual meeting of the council, to confirm that it still meets the criteria (if it does). This means that eligibility criteria remains in place until the first annual meeting of the council after the ordinary election, even if the condition of the eligibility criteria has changed. Following consideration of the information, the Chairman (Councillor G J Davis) made the proposal, which was seconded by the Deputy Mayor (Councillor Mrs. J M Martin) and it is **recommended** that Torpoint Town Council meets the criteria as detailed, it therefore

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<p>wishes to adopt the General Power of Competence and it further agrees to revisit this decision and make a new resolution at every 'relevant' annual meeting of the council.</p> <p>c) CAPs (Community Area Partnerships) update: - Pursuant to minute 34-23D&amp;L (a) the Clerk explained that CAP members had received email correspondence asking them to review and give a response to applications which had been submitted for funding support from the Community Capacity Fund.</p> <p>d) CONFIDENTIAL correspondence – Cornwall Council: - Pursuant to minute 142-22D&amp;L (e), there is no further update.</p>	
<p><b>43-23D&amp;L Policies referred to this Committee</b> None.</p>	
<p><b>44-23D&amp;L To consider the Council Business Risk Management</b> a) Budget Variance – Development and Localism Committee Responsibilities: - The Committee considered the May 2023 financial information, as previously circulated and the items relevant to this Committee, there were no concerns.</p>	
<p><b>45-23D&amp;L Items Referred to this Committee</b> None.</p>	
<p><b>46-23D&amp;L Devolution of the tennis courts</b> a) Paper regarding LTA (Lawn Tennis Association) proposals for improving the tennis courts: - The Clerk had circulated the paper (prepared by the Operations Manager) in advance, which summarised the current position with the tennis courts proposals/position of the LTA. The LTA strongly recommend that interventions to the tennis courts are grouped and viewed as one project, the LTA believes three court elements of the project (accessibility works, access gate and court works) are delivered as one combined project to improve the tennis courts. This is overwhelmingly how project delivery is being looked at across this investment and refurbishment programme.</p> <p>It is time dependent and any money must be spent by April 2024, there is a narrowing window of contractor availability to deliver all the projects in the 'pipeline'. Once the town council has reviewed costs and agreed a scope, the LTA Officer can submit an application to the LTA funding panel. The Clerk added the LTA has undertaken a recent survey of the Thanckes Park tennis court has been undertaken and project costs are now awaited, these are expected within the next 5 working days.</p> <p>The Chairman (Councillor G J Davis), highlighted that should the project costs be received as expected, it would be opportune to call an Extra-ordinary meeting of this committee in order to review the costs, for consideration at the August council meeting. (Clerk to closely liaise with Councillor Miss R A Evans BEM on this matter.)</p>	<p>Clerk/ Cllr Evans BEM</p>
<p><b>47-23D&amp;L Planning Applications</b> None.</p>	
<p><b>48-23D&amp;L Localism</b> a) Town Team Project Board (TTPB): - Pursuant to minute 30-23D&amp;L (a), the Chairman (Councillor G J Davis) gave an update on the progress of the Town Team Project Board projects. Following confirmation of the funding bid for the TITAN (Torpoint Integrated Travel Network) Initial 6 Mobility Hub Feasibilities, the Clerk is working with the appointed consultant and Cornwall Council to produce the Invitation to Tender (ITT) for this work. The Town Team Project Board are due to meet on Monday 17<sup>th</sup> July to approve the ITT, which should then be uploaded to Contracts Finder the following day.</p>	<p>Clerk</p>

News of the application to the Good Growth programme under BUS006 Town, Rural and Coastal High Street Development and Skills Programme is awaited.

b) Vision and other Projects.

i) Sports Facilities: -

Pursuant to minute 30-23D&L (b.) (i), the Chairman (Councillor G J Davis) explained a recent meeting was held with Councillor Miss R A Evans BEM (Chairman of this Committee), himself, representatives from Torpoint Community College and the Torpoint and Rame Active Community Network, the YMCA, the Football Foundation and Cornwall FA, to progress the Torpoint and Rame Peninsula 3G Pitch Project. The scope of the project has been compiled and is being distributed to a number of parish councils, community groups, local schools and Oakwood College, with the aim of seeking support for the project. The Chairman explained the plan, is to attend all the local Parish Council meetings, seeking a letter of support from them, for the project. Additionally, parish councils will be encouraged to financially support the project, in the next financial year. Councillors Mrs. C E Goodman and C R Still explained that in the past the residents' of Woodland Way have been consulted and noise concerns have been highlighted by them.

c) Neighbourhood Development Plan (NDP): -

The work on the neighbourhood plan draft is progressing. A recent meeting had been arranged with the Community Link Officer and Strategic Property Lead from Cornwall Council, Councillor Miss R A Evans BEM (Chairman of this Committee) and himself, to consider the land at Defiance Field, with the announcement from St Columba & Torpoint RFC, that it is now a dormant club. The Chairman explained the work that Cornwall Council is now doing to progress development at this site.

The final Habitats Regulations Assessment has been received from AECOM, with the final SEA Environmental Report expected within the next two weeks. Once both reports are received a meeting to review, update the draft Neighbourhood Plan if needed and then the Regulation 14 Consultation will begin.

Clerk

**49-23D&L Climate Emergency Action Plan**

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

The committee considered the updated climate emergency action plan and it is **recommended** to adopt the document, once it has been updated to record the actions in 'red/amber/green/' as they are completed.

Clerk  
**Council**

**50-23D&L Equality, Diversity and Inclusion**

a) Councillor L Fellows was pleased to advise the Torpoint Diverse Panel group had been progressing the following: -

- Working with the Library and Community Hub to launch the Diverse Panel Group.
  - Looking for members of the Diverse Panel to attend the above event.
  - Will be purchasing a pop-up stand for the Diverse Panel, to use at the event.
  - Plan to launch 'The inclusive partner sticker scheme' at the Community Engagement event.
- A quarterly newsletter will be produced by the Diverse Panel and emailed to local businesses. Criteria for the sticker scheme is being developed and it is hoped that once partners/local businesses have met the criteria for an award, a presentation event (in September) could be arranged and held in the Library and Community Hub. One of the criteria will be to commit to attending at least two winter talks that will be arranged, it is hoped these talks could springboard the local businesses to come together to create a business forum.

- The proposal for the group to have a logo was discussed.
- Thanckes Park play park accessibility improvements remain on the agenda, along with improving accessibility to the top tennis court.

**51-23D&L Accounts for Payment.**

Contact Name	Invoice Number	Total	Tax Total	Net	Description
Every Corner Distribution Ltd	INV TTCED006	672.00	112.00	560.00	Newsletter Distribution
Security Dynamics	INV 0026	570.00	95.00	475.00	Annual Maintenance Fee - CCTV
Sutcliffe Play	INV 6872	1,183.50	197.25	986.25	Replacement Nest Swing
Print Options	INV 14041	1,278.00	53.00	1,225.00	Newsletter Printing and Artwork
Complete Weed Control	INV SW3532	1,716.00	286.00	1,430.00	First Treatment of Weed Control Spraying
Cornwall Council	INV 8100384084	57.24	9.54	47.70	Dog Waste Bags
Cornwall Council	INV 8100384326	174.97	29.16	145.81	Emptying of Private Litter Bin - Cambridge Field 2022/2023
BT Business	VP 9119 6470 (Bill Ref. Q0591Y)	842.18	133.69	708.49	Phone Lines for Council Chambers - Quarterly

**52-23D&L Correspondence**

- a) Next round of Community Levelling Up Programme press release – Cornwall Council: - Noted.
- b) Employer Newsletter Cornwall Pension Fund June 2023 – Cornwall Pensions: - The Deputy Mayor (Councillor Mrs. J M Martin) and the Clerk to review the council Pensions Discretion Policy to ensure all the requirements are included in the town councils policy.
- c) Citizens Advice update Torpoint Town Council – Citizens Advice Cornwall: - Noted.
- d) Registering defibrillators on 'The Circuit' – via CALC (Will Quince MP Minister of State): - Noted. Clerk to forward the correspondence to all other (known) organisations which are custodians of defibrillators in the town.
- e) Copied correspondence re Traffic Calming Measures A374 Antony to Torpoint – Mr D Ward to Cllr K. Ewert: - Noted.
- f) Cornwall sign alongside the ferry – Jess Nelson: - Clerk to refer the correspondence to (Cornwall) Councillor J Tivnan BEM to take the suggestion to Cornwall Council.

Clerk/  
Cllr Martin

Clerk

Clerk/  
Cllr Tivnan

**53-23D&L Date of next meeting**

Thursday 7<sup>th</sup> September 2023.

**54-23D&L Any Business that has been disclosed to the Chairman and members prior to the meeting**

- The Clerk had received correspondence regarding Alcohol Awareness week (which was the same week as this meeting) asking for assistance with publicity.

Clerk

Meeting closed at 8.34pm \_\_\_\_\_ Chairman