



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 7th December 2023 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor Miss R A Evans BEM (Chairman), Councillors Mrs. L Fellows, Mrs. C E Goodman, Mrs. J L Reeves, C R Sawyer and J Tivnan BEM plus the Town Clerk & RFO (Clerk).

	ACTION
<p>110-23D&L Apologies for absence Apologies for absence were submitted on behalf of Councillor G J Davis (Town Mayor), Deputy Town Mayor (Councillor Mrs J M Martin), Councillors L E Keise and B A Walsh.</p>	
<p>111-23D&L Declarations of Interest relating to items on the Agenda None.</p>	
<p>112-23D&L Minutes of the previous meeting It was resolved that the minutes of the Development and Localism Committee meeting held on Thursday 2nd November 2023 were taken as read, confirmed and signed by the Chairman.</p>	
<p>113-23D&L Matters arising from the minutes a) Meet with correspondent regarding future community art project: - Pursuant to minute 107-23D&L (a), the correspondent has been replied to inviting him to attend a meeting to discuss his ideas, a response is awaited from the correspondent.</p>	Clerk
<p>114-23D&L Community Hub and Library a) Report/Newsletter from Community Hub & Library Manager: - Members' thanked the Community Hub and Library Development Manager for the newsletter, as circulated.</p> <ul style="list-style-type: none"> ➤ Members' are encouraged to visit Dreckly's café in the facility in the next month, including after the Christmas period, as the team are currently trialling an extension of Dreckly's café space, with extra tables and chairs, which results in a reduction in space in the children's area. Assuming the trial is successful, more tables and chairs would be purchased, using community hub funding. ➤ The library and community hub will be setting up a token/voucher scheme for anyone requiring a free refreshment (Monday to Friday) and free soup (Friday only). This 'warmth space' provision, will be included in the forthcoming Newsletter. ➤ Funding opportunities are being explored for the following two projects, with a view to a Spring 2024 start: <ol style="list-style-type: none"> i. Community larder ii. Growing / planting scheme (all will consider the longevity of the site/alongside the ability to move) <p>The Chairman (Councillor Miss R A Evans BEM) minuted thanks to all the staff and volunteers at the library and community hub for all their hard work, managing and developing the facility.</p> <p>b) Café Income & Expenditure: - Noted.</p>	
<p>115-23D&L Policies referred to this Committee a) Town Council Action Plan: - The Action Plan had been updated, circulated and was reviewed at the meeting. One amendment: to include in the key the 'CALC' explanation. Following review, it is recommended to adopt the Action Plan, meeting the requirements of the LCAS application, as well as uploading to the website.</p>	Council

<p>b) Town Council Strategy to be considered and updated: - The Clerk had updated the Town Council Strategy and members' reviewed on the screen. Some additional changes were suggested, including amending the Team Raleigh CIC Logo, move the Lions logo and add the TEA group logo, to the Library and Community Hub page. Replace and update the photos of the hiring facilities, also remove the '20mph' logo, update the Parks team photos and include the planned improvements to the tennis courts and accessibility. The timeline is to be updated in accordance with achievements over the last 12 months, a suggestion was put for this to be vertical and shown over two pages of the Strategy (to include: success with funding bids for and on behalf of the Town Team Project Board; completion of the Neighbourhood Plan Regulation 14 consultation; public engagement session held 26th September; successful funding bid from the LTA (Lawn Tennis Association) to support substantial improvements to the tennis courts at Thanckes Park) Should a member have any additional suggestions to be made to the timeline, please contact the Clerk. Clerk is directed to make these changes in advance on the next committee meeting, for review.</p>	Clerk
<p>116-23D&L To consider the Council Business Risk Management a) Budget Variance – Development and Localism Committee Responsibilities: - The Committee considered the October 2023 financial information, as previously circulated and the items relevant to this committee. There were no concerns.</p>	
<p>117-23D&L Items Referred to this Committee None.</p>	
<p>118-23D&L Other projects a) Devolution/ tennis courts/ tennis hut improvements: - Pursuant to minute 101-23D&L (a) the Clerk explained, since the last committee meeting there's been two online meetings held with the LTA: i) With the Contractor to run through the proposed project, including the Contractor's Proposals (including access, enabling works, site set up etc.), on site contacts and processes, programme dates and contracts. ii) Setting up all the bookings systems online.</p> <p>In addition to these meetings, the Clerk has reviewed and signed the contractual agreements, for and on behalf of the council. Works are due to commence week beginning Monday 15th January 2024, and it is anticipated these will take two weeks. As explained in a previous meeting, the final painting of the lines, will be undertaken in the Spring, in the warmer weather.</p> <p>A contactor meeting is scheduled for Monday 18th December, to discuss any queries, prior to commencement of work. The Operations Manager and Clerk will work closely with the contractor to ensure signs are displayed around the site, notifying the public about the closure and impact to Thanckes Park users. The Clerk has advised Torpoint Bowling Club and the Friends of Thanckes Park about the works. Additionally, the press release has been agreed and published and will be included in the forthcoming Newsletter.</p> <p>The Operations Manager has ordered the replacement door for the tennis hut, an installation date has not yet been confirmed.</p>	Clerk/ Ops Mgr

<p>b) Town Centre sign: - This project has not progressed any further since the last meeting, Councillor J Tivnan BEM has updated the Deputy Mayor (Councillor Mrs. J M Martin) regarding TPO information on the tree located in the grounds of Udal Garth on North Road. The Chairman (Councillor Miss R A Evans BEM) will arrange a site meeting, about this project, in advance of the next meeting of this committee.</p>	<p>Cllr Evans</p>
<p>119-23D&L Planning Applications None.</p>	
<p>120-23D&L Localism a) Town Team Project Board (TTPB): - i) Town Centre Revitalisation Fund – Town Accelerator Fund – Cornwall Council (see Town Centre Revitalisation Fund - Cornwall Council) invitation to apply for funding.</p> <p>Pursuant to minute 103-23D&L (a), in the absence of the Town Mayor (Councillor G J Davis) the Clerk provided a verbal update.</p> <p>1. The consultant has made some suggestions for a funding application to be submitted to the Town Accelerator Fund. These include: - i) Use it to develop 'sizzle boards' for the development of Lower Fore Street over and above those from the feasibility studies; ii) Use it to investigate the creation of the Torpoint and Rame website; iii) Use it as fees to support consultant costs It is agreed for the Town Team Project Board to consider these suggestions.</p> <p>2. The consultant is looking to the Town Team Project Board for support to submit a funding bid for up to £200k to support the Lower Fore Street improvements.</p> <p>3. The consultant is looking to the Town Team Project Board for support to submit a funding bid for a feasibility study, which could include Veterans' housing, in the site of the old Police station.</p> <p>4. The first claim has been submitted to Cornwall Council for the TITAN funding and has been accepted.</p> <p>5. The contract for the Torpoint Lower Fore Street Community Building Feasibility Study has been awarded and the first kick-off meeting held.</p> <p>b) Vision and other Projects. i) 3G Pitch 9v9 Project: - Pursuant to minute 103-23D&L (b.) (i), the Chairman (Councillor Miss R A Evans BEM) gave an update on the project, which includes: - i) Letter of commitment to give financial support to the project, giving £2,000, has been received from Sheviok Parish Council. An initial reply/thank you has been sent by the Clerk, the Town Mayor (Councillor G J Davis) to send a formal letter of thanks, in the New Year. ii) A stakeholder meeting has been held recently, there is good news from the Football</p>	<p>Cllr Davis/ Clerk</p> <p>Cllr Davis/ Clerk</p>

<p>Foundation, who have confirmed a funding application for this project can be submitted to them in January 2025, which will then result in a funding decision being made no later than April 2025. This means the project is still on target for a September 2025 opening.</p> <p>iii) The decision from Cornwall Council on the CIL application is expected in the New Year, at the very latest.</p> <p>iv) Torpoint Community College is ensuring they are on target for the council to receive an initial draft business plan at the December council meeting. The Chairman reminded members this item will be taken with the press and public excluded, due to the confidentiality of the information.</p> <p>ii) Bringing colour to the town: - This is ongoing.</p> <p>c) Neighbourhood Development Plan (NDP): - The Neighbourhood Development Plan is being updated following comments received from the Regulation 14 consultation. It is anticipated a meeting of the steering group will be scheduled for Tuesday 19th December, once the updates to the plan have been undertaken.</p>	Clerk																								
<p>121-23D&L Climate Emergency Action Plan</p> <p>a) To consider the actions relating to this Committee: - The Chairman (Councillor Miss R A Evans BEM) suggested a meeting of the Climate Emergency working group is convened in January 2024, to review and update the action plan.</p>	Cllr Evans/ Clerk																								
<p>122-23D&L Equality, Diversity and Inclusion</p> <p>a) The next meeting is being scheduled for January 2024.</p>	Cllr Fellows/ Clerk																								
<p>123-23D&L Accounts for Payment.</p> <table border="1" data-bbox="126 1171 1372 1402"> <thead> <tr> <th>Contact Name</th> <th>Invoice Number</th> <th>Total</th> <th>Tax Total</th> <th>Net</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>D Benson</td> <td>045</td> <td>60.00</td> <td>0.00</td> <td>60.00</td> <td>Clock Winding November 2023</td> </tr> <tr> <td>WesternWeb Ltd</td> <td>24145</td> <td>67.38</td> <td>11.23</td> <td>56.15</td> <td>Supply & install TP Link wireless access point</td> </tr> <tr> <td>ITEC</td> <td>934758</td> <td>53.97</td> <td>9.00</td> <td>44.97</td> <td>Photocopies Nov '23</td> </tr> </tbody> </table> <p>The Clerk explained that two previous invoices has been paid to the incorrect supplier. This expenditure has already been returned by 'The Festive Lighting Company' and the invoices will be uploaded and paid to 'Festive Lighting Ltd.'</p>	Contact Name	Invoice Number	Total	Tax Total	Net	Description	D Benson	045	60.00	0.00	60.00	Clock Winding November 2023	WesternWeb Ltd	24145	67.38	11.23	56.15	Supply & install TP Link wireless access point	ITEC	934758	53.97	9.00	44.97	Photocopies Nov '23	
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124-23D&L Correspondence

a) The Clean Cornwall Newsletter Issue 7: -
Noted.

b) "Thanks to the team for cutting the footpath alongside RALEIGH/towards St. John" – D
Combella: -
Noted.

c) 2024 Off-Street Parking Order comments invited – Cornwall Council: -
Noted.

d) Request / permission to install and financially support installation of water refill station at
Bénodet Park - Our Only World: -

Following discussion, it is **recommended** to: -

- 1) Give permission for a water refilling station to be installed at Bénodet Park;
- 2) Formally adopt the water refill station (once it has been installed);
- 3) Fund the annual service cost, approximately £130 per year, and the annual tap water cost, approximately £30 per year;
- 4) Add to the council's fix asset list and fund the insurance, for the foreseeable future.

Councillor Mrs. C E Goodman explained, the Torpoint Environmental Action (TEA) group is planning to undertake fundraising for the initial amount required to purchase the water refill station (approximately £3,000).

e) Proposals for tree planting sites in Torpoint (will be included in the Town Council December Newsletter) for formal consultation - Forest for Cornwall – Cornwall Council:

Members' considered the proposed tree planting sites in Torpoint, as previously circulated, with members' supporting the proposals for Cambridge Field. Include in the feedback about the council's desire to eventually install an accessible path at the top entrance to the Field. The Clerk explained this information is being included in the next Newsletter. Councillor J Tivnan BEM made some suggestions/changes to the planting sites and agreed to forward these to the Operations Manager.

f) Freedom of Information request – re results of tender for Torpoint Lower Fore Street Community Building Feasibility Study – Designscape Architects (three emails): -
Clerk to action a response, in advance of the 20 working days timescale.

g) Friends of Thanckes Park – Management Plan (for information): -
Noted, thank you to the Friends of Thanckes Park for sharing the Management Plan.

h) Tamar Valley Invasive Survey – questionnaire provided: -
The Operations Manager to action completion of the Tamar Valley invasive survey/questionnaire.

i) Information circulated "Notification of major threat to the region" –
severnconcernedcitizens.co.uk (all correspondence as previously forwarded to Cornwall Council is circulated): -

Members' noted the correspondence.

Council

ALL/
Clerk

Clerk

Clerk

Clerk

125-23D&L Date of next meeting Thursday 1st February 2024.

126-23D&L Any Business that has been disclosed to the Chairman and members prior to the meeting

- The Clerk explained that a quantity of high value trees have been delivered, ready for planting, to Bénodet Park, which has meant the Park is currently permanently locked.

Meeting closed at 8.28pm _____ Chairman