

## **TORPOINT TOWN COUNCIL**

**MINUTES** of a meeting of the Development and Localism Committee held on Thursday 1<sup>st</sup> February 2024 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

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

	ACTION			
127-23D&L Apologies for absence				
Apologies for absence were submitted on behalf of Councillor G J Davis (Town Mayor), Councillors Mrs. J L Reeves and B A Walsh.				
128-23D&L Declarations of Interest relating to items on the Agenda				
a) An NRI (Non-Registerable Interest) was declared by: -				
Councillor Mrs. J M Martin – Agenda item 15.d. (Car parking increase in Clarence Road, as Chair of Governors at Torpoint Nursery and Infant School.)				
129-23D&L Minutes of the previous meeting				
It was <b>resolved</b> that the minutes of the Development and Localism Committee meeting held on Thursday 7 <sup>th</sup> December 2023 were taken as read, confirmed and signed by the Chairman.				
130-23D&L Matters arising from the minutes				
a) Meet with correspondent regarding future community art project: -				
Pursuant to minute 113-23D&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.	Clerk			
b) Water refilling station to be installed to Bénodet Park – update on progress/landowner				
permission/funding: -				
Pursuant to minute 124-23D&L (d) the Clerk explained a Section 137 grant application had been				
reviewed at the Finance and Operations Committee, further funding information is being requested				
before a decision on any grant funding towards the project will be made. Landowner permission is				
being sought, the request for installation has prompted the council to consider extending the	Clerk/			
existing lease on this land. Clerk to liaise with Councillor Mrs. C E Goodman and Our Only World				
(the Section 137 grant applicant), to bring this project to fruition.	Goodman			
131-23D&L Community Hub and Library				
a) Newsletter from the Community Hub & Library: -				
Members' thanked the Community Hub and Library Development Manager (CH&LDM) for the				
newsletter, as circulated.				
> The trial of the extension of Dreckly's café space has concluded and extra tables and chairs				
have been purchased. At the next meeting proposed price increases, to be implemented				
from 1 <sup>st</sup> April, will be presented				
The fortnightly Musical Memories sing along music group for all has been very successful,				
with lots of take-up from singers and listeners. The chair Pilates sessions continued to be				
very well supported.				
> The Co-op has agreed to donate their out of date goods/food items on a daily basis to the				
library and community hub. These products will be made available for free and used as				
part of the free soup Friday.				
Progress with the projects, with a view to a Spring 2024 start:				
i. Community larder				



- Council					
ii. Growing / planting scheme (all will consider the longevity of the site/alongside the ability to move) are progressing. Clerk to review the planter proposals and re-	Clerk/ALL				
circulate a revised proposal to all members.  > Clerk and CH&LDM are meeting with representatives from the Foodbank tomorrow,					
opportunities to collaborate better will be discussed.					
Staff and volunteers have undertaken training in January, this includes five who studied for two days and completed the Applied Suicide Intervention Skills Training (ASIST), this links to Cornwall Council Orange button scheme where people can come and ask for help.					
The Women's Wellbeing Hope group starts this evening for 6 weeks and is for women who would like support from other women. Any issues from low mood, anxiety and health, or caring and parenting will be covered.					
<ul> <li>The library and community hub has hosted its first Cornwall Council Waste Management roadshow, there are two more scheduled, including a 'twilight' session.</li> </ul>					
Members' asked the Clerk to work with the CH&LDM to come up with a proposal for the next meeting, to re-open the facility on one Saturday morning every month, establishing whether there is demand on a Saturday. Once opened for a trial period, the viability of opening would be reviewed.	Clerk				
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.  b) Café Income & Expenditure: - Noted.					
132-23D&L Policies referred to this Committee					
a) Town Council Strategy to be considered and updated: -					
The updated Town Council Strategy was reviewed by members, with the following changes: -  Remove the Eliot Square artists impression/image extracted from The Vision;  Award of LCAS Foundation;	Clerk				
<ul> <li>Add all the council logos to the last page (Civility and Respect Pledge/Living Wage Employer/LCAS Foundation).</li> </ul>					
Once these changes are made it is <b>recommended</b> to adopt the updated Town Council Strategy, and upload to the website.	Council				
133-23D&L To consider the Council Business Risk Management					
a) Budget Variance – Development and Localism Committee Responsibilities: -					
The Committee considered the December 2023 financial information, as previously circulated and the items relevant to this committee.					
The Clerk drew members' attention to Advertising and Marketing expenditure and explained this					
will be over budget for the financial year, due to the newsletter costs. A March 2024 newsletter is					
being scheduled, with funding continuing to be sourced from community hub funding.					
134-23D&L Items Referred to this Committee None.					
135-23D&L Other projects					
a) Devolution/ tennis courts/ tennis hut improvements: -					
Pursuant to minute 118-23D&L (a) the Clerk had previously circulated some in-depth information regarding LTA Tennis Activators and also updated members' regarding progress with the tennis					
courts works.					
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- Members' all agree the courts will remain locked until all painting is completed, end of March/early April and a lunch event will be organised, on a Saturday, suggestions for who to invite are welcomed. It is expected the tea hut will be opened for refreshments.
- > Tennis Activators recruitment will commence shortly.
- Consider signs from the A374 for all facilities in Thanckes Park, currently only the Bowling Club is advertised.
- ➤ The Operations team will source a barrier for the area outside the gate.
- The Operations team will endeavour to monitor entrance to the courts from the Thanckes Park housing estate, in future fencing may be needed, should this become an issue.
- > The Operations team will pressure wash the steps and concrete areas, plus stain the tennis hut, for the opening event.
- > The Town Council Support Officer will be working on the website/online booking system, there is lots of work to do on this!
- ➤ Charges will be published, these are in line with similar facilities and recommended by the LTA. £35.00 for an annual family membership, which will include a maximum number of weekly uses (this number is to be agreed), £6.00 hourly charge, there will be free court sessions timetabled, these will not be during peak usage times.
- ➤ The installed access path will allow wheelchair users and people of limited mobility onto the top court, however currently, not all models of wheelchair may fit between the post and bank gap (1.2m). The Operations team will look to enable access for all, this is likely to incur costs with removal of some of the 'bank' beside the court.
- > A site meeting is scheduled for the following day with the contractor to sign off the court works completed so far.

The Deputy Town Mayor (Councillor Mrs J M Martin) reported having visited the site (yesterday) with the Town Mayor (Councillor G J Davis) and Operations Manager and commented that it is great to see the improvements being made to the tennis courts. Clerk to action a social media post regarding progress with the improvements.

The Chairman (Councillor Miss R A Evans BEM) minuted thanks to all the staff who have been involved with the improvements being made at the tennis courts and recognised there is still much work to be, before they are launched and open to the public.

The Operations Manager has ordered the replacement door for the tennis hut, an installation date has not yet been confirmed.

b) Town Centre sign: -

This project has not progressed any further since the last meeting 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.

## 136-23D&L Planning Applications

None.

## 137-23D&L Localism

- a) Town Team Project Board (TTPB):
  - i) Town Centre Revitalisation Fund Town Accelerator Fund and requirement to

Ops Mgr/ Clerk

Clerk



Council			
complete Monitoring form, following receipt of Town Vitality Funding.			
Pursuant to minute 120-23D&L (a), in the absence of the Town Mayor (Councillor G J Davis) the Clerk provided a verbal update.			
1. The consultant has made some suggestions for a funding application to be submitted to the Town Accelerator Fund, application will be submitted once the monitoring documentation has been submitted, following receipt of Town Vitality Funding.			
2. The final claim has been submitted to Cornwall Council for the TITAN funding and has been accepted.	Clerk		
3. There is an opportunity to submit a request for additional Shared Prosperity Funding (SPF), deadline for submission is tomorrow (5.00pm Friday 2 <sup>nd</sup> February 2024). It is <b>resolved</b> additional funding should be sought for the project at the Police Station site.			
b) Vision and other Projects. i) 3G Pitch 9v9 Project: - Pursuant to minute 120-23D&L (b.) (i), the Chairman (Councillor Miss R A Evans BEM) gave an update on the project, which includes: -			
1. Letter from Antony Parish Council giving a donation of £50.00 to the project, a formal letter of thanks has been sent.			
2. Letter from St. John Parish Council giving a donation of £100.00 to the project, a formal letter of thanks has been sent.			
3. The stakeholder meeting was postponed this morning, as Torpoint Community College had technical issues and will take place next week, currently the project is on track.			
ii) Bringing colour to the town: - This is ongoing.			
c) Neighbourhood Development Plan (NDP): - The Neighbourhood Development Plan documentation has been forwarded to Cornwall Council for legal compliance.			
a) To consider the actions relating to this Committee: - The Chairman (Councillor Miss R A Evans BEM) explained a meeting of the Climate Emergency working group was convened and the action plan updated in January 2024. The updated plan was reviewed in detail. It is hoped there could be a 'button' on the council website, which would link to all the relative activity going on in the town, towards the climate emergency action plan.	Clerk		
139-23D&L Equality, Diversity and Inclusion a) The Chairman (Councillor Miss R A Evans BEM) explained a meeting of the Equality, Diversity and Inclusion working group convened twice and have updated the Accessibility Audit, this will be circulated to all members once considered by the Diverse Advisory Panel. The next meeting of the	Clir Fellows/ Clerk		



Diverse Advisory Panel is being scheduled for next week.

The following **recommendations** relating to Equality, Diversity and Inclusion are put to the town council: -

- 1. This council signs up to the 'Inclusive partner sticker scheme', details to be shared;
- 2. A letter is compiled and sent/hand delivered/shared on social media to local businesses and organisations, inviting them to become a partner in the 'Inclusive partner sticker scheme';
- 3. Organisations wishing to receive a doorbell, as part of improving access to shops in Fore Street, will receive a doorbell, donated to them by the council (low cost doorbells will be purchased).

Council

140-23D&L Accounts for Payment.

Contact Name	Invoice Number	Total	Tax Total	Net	Description
	SORD0020863				
Westcare Limited	2	30.29	5.05	25.24	Stationery Library
	SORD0020860				Stationery Council
Westcare Limited	5	108.70	18.12	90.58	Chambers
					Shackles for Christmas
Ironmongery Direct	INV 7434196	47.72	7.95	39.77	Lights
Ironmongery Direct	INV 7414962	251.72	41.95	209.77	Radar Lock and Accessories
TOTAL		438.43			

## 141-23D&L Correspondence

a) Complete report to the South East Cornwall CAP for Cornwall Council: -

The Clerk will arrange completion of the document with support from the Town Mayor (Councillor G J Davis).

b) Request for members to attend meeting [4<sup>th</sup> March 2024] regarding Cornwall-wide 20mph rollout: -

Councillor Mrs. L Fellows volunteered to attend the meeting, will include on the next council meeting agenda to ensure council representation is clear.

- c) The Stroke Association Special Edition Update: Noted.
- d) Car parking increase in Clarence Road, due to school extension of hours Mrs E Chambers: Members' considered the correspondence and following feedback from the Deputy Town Mayor (Councillor Mrs J M Martin) and the Clerk, it is agreed for the Clerk to reply to the correspondent highlighting the following: -
  - ➤ The concerns around inconsiderate parking were immediately advised to [Cornwall] Councillor John Tivnan who, along with the town council, has contacted Parking Enforcement at Cornwall Council. Additionally the local Neighbourhood Police team have been made aware of these issues.
  - > Torpoint Nursery and Infant School Head Teacher has advised that: -
  - 1. Parents' have been emailed and asked not to park in front of the school/where it causes a hazard on Clarence Road;
  - 2. The latest school newsletter includes a section on parking and says "some cars are not being parked responsibility along Clarence Road.......I am also aware that some people have been parking on the yellow zig zag lines outside of the school gates...... The school has been fortunate to have been allocated 80 parking permits from the council [Cornwall]

Clerk

Clerk

Clerk



for Sainsbury's car park (these have been issued, p be mindful of our residents and the safety of our chay."  e) Local Maintenance Partnership 2024 – 25: - Council has previously approved, Clerk to action return of sof the council.	nildren at the start and end of the school
142-23D&L Date of next meeting Thursday 7 <sup>th</sup> March 2024, apologies in advance were received.	ved from Councillor Miss R A Evans BEM
(Chairman) and Councillor L E Keise.  143-23D&L Any Business that has been disclosed to	o the Chairman and members prior
to the meeting	·
> None.	
Meeting closed at 8.38pm	Chairman