



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Wednesday 5th June 2024 at 7.00pm in the Library and Community Hub, Fore Street, Torpoint.

PRESENT: - Councillor G J Davis (Town Mayor), Councillors Miss R A Evans BEM, Mrs. L Fellows, Mrs. C E Goodman, Mrs J M Martin (substitute for Councillor Mrs. J L Reeves), C R Sawyer, C R Still, J Tivnan BEM and B A Walsh plus the Town Clerk & RFO (Clerk).

	ACTION
<p>18-24D&L Apologies for absence Councillors L E Keise and Mrs. J L Reeves.</p>	
<p>19-24D&L Declarations of Interest relating to items on the Agenda None.</p>	
<p>20-24D&L Election of Chairman for the Civic Year 2024-25 The Town Mayor (Councillor G J Davis) called for nominations for the position of Chairman for the Civic Year 2024-25. Councillor Mrs. J M Martin proposed that Councillor Miss R E Evans BEM is elected to serve as Chairman for the Civic Year 2024-25. Councillor L Fellows seconded the proposition. Councillor C R Still proposed that Councillor J Tivnan BEM is elected to serve as Chairman for the Civic Year 2024-25. Councillor C R Sawyer seconded the proposition. Following a vote taken, Councillor Evans received 5 votes and Councillor Tivnan received 4 votes and therefore Councillor Miss R A Evans BEM was duly elected as Chairman for the Civic Year 2024-25. (Councillor Miss R A Evans BEM Chaired the meeting from this point forward.)</p>	
<p>21-24D&L Election of Vice Chairman for the Civic Year 2024-25 Councillor Miss R A Evans BEM called for nominations for the position of Vice Chairman for the Civic Year 2024-25. Councillor Miss R A Evans BEM proposed that Councillor Mrs. L Fellows is elected to serve as Vice Chairman for the Civic Year 2024-25. Councillor C R Sawyer seconded the proposition. Councillor Mrs. C E Goodman proposed Councillor J Tivnan BEM is elected to serve as Vice Chairman for the Civic Year 2024-25. Councillor C R Still seconded the proposition. Following a vote taken, Councillor Fellows received 5 votes and Councillor Tivnan received 4 votes and therefore Councillor Mrs. L Fellows was duly elected as Vice Chairman for the Civic Year 2024-25.</p>	
<p>22-24D&L Minutes of the previous meeting It was resolved that the minutes of the Development and Localism Committee meeting held on Thursday 2nd May 2024 were taken as read, confirmed and signed by the Chairman.</p>	
<p>23-24D&L Matters arising from the minutes a) Water refilling station to be installed in Bénodet Park – update on progress/landowner permission/funding: - Pursuant to minute 04-24D&L (b), the Clerk explained Cornwall Council had now given permission for this installation. Councillor Mrs. C E Goodman was pleased to advise a date for the installation had been booked for Tuesday 11th June, the wooden bi-folding door to the tea hut window would need to be altered and the Operations Team will do this on the installation day. Following installation Councillor Goodman explained a small event will be organised to officially 'open' the water refilling station, all funding groups will be invited and a sign thanking everyone who had donated/support the project will be put up alongside the water refilling station. Members' congratulated Councillor Goodman and all those involved for bringing the water refilling station to Torpoint.</p>	

<p>b) Council participation in national 'Thank you day' on Sunday 7th July: - Pursuant to minute 17-24D&L, the Chairman (Councillor Miss R A Evans BEM) summarised her suggestion for the council to participate in national 'Thank you day' on Sunday 7th July. One suggestion on how to support this day is to purchase a banner and put it up on the railings at the end of North Road, saying 'thank you to volunteers in the town'. A second suggestion is to organise an informal event at Bénodet Park, which could include opening the tea-hut and running some games. This event could also include an invitation to St. Columba Rugby Trust to support with running sessions at the tennis courts.</p>	<p>Cllr Evans/ Clerk</p>
<p>24-24D&L Community Hub and Library</p> <p>a) Newsletter from the Library and Community Hub: - Members' thanked the Community Hub and Library Development Manager (CH&LDM) for the newsletter, as circulated and thanked the staff and volunteers for all their efforts at the facility.</p> <ul style="list-style-type: none"> ➤ Welcome to the new part time employee, who started work earlier this week. ➤ Looking forward to opening for the D-Day 80 commemorations, the bunting is up! ➤ Hub funded projects - supporting with the £18k from Volunteer Cornwall <ul style="list-style-type: none"> • Awenek • CHAT, also • Out with Friends (£1,000 for bus rental as per email) P Madge • Pain Café Network – once per month from July • 'Gaspers' – Mrs Tivnan, looking to meet and discuss helping to fund room hire for this group under hub funding. ➤ Half Term Activities <ul style="list-style-type: none"> • Lego Club • Wild Tribe – book reading • Elmer's birthday • Friends of Thanckes Park event – Community Pantry and Book Share ➤ Checklist from Review – items outstanding <ul style="list-style-type: none"> • ID Board • Allergen course for all staff and then decide method on the way forward ➤ Other items <ul style="list-style-type: none"> • £1.5k digital funding – awaiting result of grant application • Torpoint Nursery and Infant School event 'Under the Sea' (rockpool session and story plus colouring activity) • NHS Summer Health and Wellbeing event – discussing holding a community event in Torpoint (£2k funding available) • Volunteer Event attended in the Band Hut • Summer Reading Challenge is 'Marvellous Makers' (contacting schools/heard back from Carbeile Junior School) • Wellbeing walk training in partnership with Cornwall Libraries and Healthy Cornwall • Main front door, looking to replace • If there is a decision to go ahead with 'Thank you Day', on Friday 5th July this is the same day as the Craft Fair • Recent Sunday and Saturday openings have been busy • Work Experience (Year 10 and Year 12 students') • Foodbank meeting arranged. 	

<p>The Chairman (Councillor Miss R A Evans BEM) invited Councillor Mrs. J M Martin to give an update on the review on the Library and Community Hub facility. Councillor Martin summarised the recruitment and selection process which had been undertaken to appoint the new employee who had started employment this week. The summary of actions has been reviewed with the Community Hub and Library Development Manager.</p> <p>b) Café Income & Expenditure: - Noted, members' minuted thanks to all the team of staff and volunteers for the café income generated to date.</p>	
<p>25-24D&L Policies referred to this Committee</p> <p>a) Review Terms of Reference Development and Localism Committee: - The Terms of Reference for the Development and Localism Committee were reviewed and accepted.</p> <p>b) Review Terms of Reference Neighbourhood Development Plan: - The Terms of Reference for the Neighbourhood Development Plan steering group were reviewed and accepted.</p> <p>c) Review Terms of Reference Torpoint Diverse Advisory Panel: - The Terms or Reference for the Torpoint Diverse Advisory Panel were reviewed and accepted. Updates to include: -</p> <p>Of the nine protected characteristics 4. Marriage and Civil Partnership (<i>in employment only</i>)</p> <p>Elect a Vice Chairman (<i>if required</i>)</p> <p>d) Review Terms of Reference Town Team Project Board: - The Terms of Reference for the Town Team Project Board were reviewed and accepted, update: Elect a Vice Chairman (<i>if required</i>).</p>	
<p>26-24D&L To consider the Council Business Risk Management</p> <p>a) Budget Variance – Development and Localism Committee Responsibilities: - The Committee considered the April 2024 financial information, as previously circulated and the items relevant to this committee, there were no concerns. The Town Mayor (Councillor G J Davis) asked regarding the amount spent to date on Vision projects for the consultancy work for the Lower Fore Street redevelopment and it is agreed the Clerk will action a summary of expenditure occurred for this work, for the next meeting of this committee.</p>	Clerk
<p>27-24D&L Items Referred to this Committee</p> <p>None.</p>	
<p>28-24D&L Other projects</p> <p>a) Devolution/ tennis courts: - Pursuant to minute 9-24D&L (a) the Clerk gave an update on progress with the tennis courts since the initial launch event and future plans: -</p> <ul style="list-style-type: none"> ➤ The LTA has targeted sales of 50 household memberships over the next 12 months, with 32 having been purchased to date and a total number of 95 'members' signed up to play to date. ➤ The installation contractor has visited the site earlier this week to repair some damage to the courts. ➤ A suggestion has been put to purchase and install a score board – agreed not to proceed with this suggestion at this time. 	

- The advertisement for a local coach to operate at the courts has been placed, under the guidance of the LTA, 26th June 2024 is the vacancy deadline.
- Following a recent meeting with the Mum of young Archie, who is in a wheelchair, it is hoped he will be able to go and use the accessible court, his Mum has said she would be happy for photos to be taken and then shared on social media.
- One report of the access code not working correctly for court 2 had been received, it is hoped this is a one-off anomaly with the on-line booking system and this is being monitored for any further issues.
- Due to increased maintenance needed at the courts, the Operations Team require additional hedge trimming equipment; as the value of the operational expenditure is within the best value statement limits, members' are content for the Clerk to proceed with purchase of the same.
- Members' discussed other opportunities to increase tennis play at the courts and it is agreed the Clerk will liaise with St. Columba Rugby Trust to ask about their equipment donation and then arrange for two metal boxes to be purchased, with padlocks, to secure the tennis equipment in, alongside each court.

Clerk

The Clerk detailed that since the visit of Simon Mould, Head of Resilient Communities at Cornwall Council, the Clerk has agreed to meet with a Cornwall Council Officer who is looking to undertake a case study on Torpoint, to highlight the journey of bringing the local plans to life, whilst enhancing local services and facilities.

b) Newsletter: -

Suggestions for the next council newsletter had been previously shared, with members' supportive of these ideas. Additionally, members' were keen to ask for feedback on the newsletter and/or previous newsletters, or indeed pose a question to the town council and asked whether a 'tear-off' slip/feedback form could be incorporated onto the back page of the newsletter – action Clerk. Councillor Mrs. J M Martin reminded members' that if feedback or information sharing is every required on a project of for the town council, the monthly street market is a great place to action this.

Clerk

29-24D&L Planning Applications

None.

30-24D&L Localism

a) Town Team Project Board (TTPB): -

- The Town Mayor (Councillor G J Davis) explained the Masterplanning work being undertaken on Lower Fore Street, by Clifton Emery Design is progressing.
- The next meeting of the TTPB is scheduled for Tuesday 11th June.

b) 3G Pitch 9v9 Project: -

Pursuant to minute 11-24D&L (b.) (i), the project is progressing. The Clerk has progressed the draft Memorandum of Understanding between the council and Torpoint Community College. Torpoint Community College is planning a 'Get Shirty' Mufti fundraiser event on Thursday 20th June, with a fun run planned in the afternoon.

c) Vision and other Projects: -

Currently there are no other vision projects the council is looking to pursue.

d) Neighbourhood Development Plan (NDP): -
 The Town Mayor (Councillor G J Davis) explained that although the Neighbourhood Development Plan had been submitted to Cornwall Council for legal compliance, further work is now needed. The mitigations for the land at Defiance Field are progressing and detailed these mitigations for inclusion in the NDP: -

- Antony Estate is offering a replacement sports field;
- Relocate the boules piste to land next to the tennis courts;
- All weather pitch, to be located on land at Torpoint Community College.

A meeting of the NDP steering group has been arranged for Monday 17th June and once the plan has been updated, it will be re-submitted to Cornwall Council for compliance, which it is hoped will be expedited.

Clerk

31-24D&L Climate Emergency Action Plan
 a) To consider the actions relating to this Committee: -
 The working party will arrange to meet to update the action plan.

Clerk & others

32-24D&L Equality, Diversity and Inclusion
 a) Update on research into costs and funding opportunities for purchase and installation of an inclusive / wheelchair user park swing: -
 Pursuant to minute 13-24D&L (a) the Clerk presented the information as previously circulated. Members' considered all the funding opportunities, as well as the availability of CIL funding already received, which could be used for this project. The next steps will be to complete a Project Initiation Document for the proposed project.

Cllr Evans/
Cllr Fellows/
Clerk

33-24D&L Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
Biffa	522C31313	58.56	9.76	48.80	General Waste Collection Council Chambers
Awenek Studio	1129	222.00	0.00	222.00	Art for Wellbeing Sessions x 6 and Materials Contribution x1 (Library)
Biffa	522C31312	31.90	5.32	26.58	Recycling Collection Council Chambers
Foy-Air Enterprises	2190	204.94	34.17	170.77	Consumables Council Chambers
Unique Fire and Security	SI32450	210.04	35.01	175.03	Annual Fire Alarm Maintenance Library
Western Web	24417	141.70	23.62	118.08	Supply and Install 2 off replacement WiFi Access Points and HDMI to VGA adapter
Biffa	522C31311	44.86	7.48	37.38	General Waste Collection Library
Foy-Air Enterprises	2191	89.02	14.84	74.18	Consumables Public Conveniences
Biffa	522C31310	31.90	5.32	26.58	Recycling Collection Council Chambers
Foy-Air Enterprises	2192	180.08	30.02	150.06	Consumables Library
TOTAL		1,215.00			

34-24D&L Correspondence

- a) Thanckes Park Water issue proposals – Cormac Solutions Ltd: - Noted.
- b) Countrywide 20mph Speed Limits – Phase 3 Cornwall Gateway Torpoint – deadline for comments 7th June 2024 – Cormac Infrastructure (Regulatory) (as circulated). Also information on proposals to amend the 30MPH, on the A374, to 40MPH: - In support of the proposals.
- c) Questions about public transport in South East Cornwall – Cornwall Council /South East Cornwall CAP: - Members’ highlighted the local marketing opportunities available including: - the quarterly council newsletter, the monthly market, noticeboards, the Rame Peninsula Public Transport Users Group and also highlighted the local ‘Plymouth Citybus app’, which details real time information for all the buses.
- d) Notice of Confirmation of the ‘The Cornwall Council Public Footpath No. 3 Torpoint (Part) (Trematon Close, Torpoint) Public Path Extinguishment Oder 2024 – applications to the High Court by 26th June 2024 – Cornwall Council: - Noted.
- e) Free textile, electronics and book recycling in Torpoint (addressed to the Town Mayor) – Anglo-recycling: - The Clerk is directed to offer the opportunity to place an advert in the forthcoming edition of the newsletter.

Clerk

35-24D&L Date of next meeting

- a) Thursday 4th July 2024, due to the General Election this will be held in the Library and Community Hub. Apologies in advance were submitted by Councillor J Tivnan BEM.

36-24D&L Any Business that has been disclosed to the Chairman and members prior to the meeting

- The Clerk explained that it has been previously agreed to invite representatives from the Yep! project to a council or committee meeting, it is agreed to invite them to the September Development and Localism committee meeting.
- The Clerk detailed having recently received an email from a Torpoint resident, whilst they were on holiday abroad, with a suggestion to offer similar recycling, where income can be generated from donations given.

Clerk

Meeting closed at 8.44pm _____ Chairman