



There were two members of the public in the public gallery.

### TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Development and Localism Committee held on Thursday 6<sup>th</sup> February 2025 at 7.00pm in the Council Committee Road, 4 York Road, Torpoint.

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

**IN ATTENDANCE:** Councillor Mrs. K Brownhill (Deputy Town Mayor).

	ACTION
<p><b>123-24D&amp;L Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor B A Walsh.</p>	
<p><b>124-24D&amp;L Declarations of Interest relating to items on the Agenda</b> a) An NRI (Non-Registerable Interest) was declared by: - Councillor C R Still – (Agenda item 11b. 3G Pitch Project - as a member of the Sports Action Group).</p>	
<p><b>125-24D&amp;L Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the Development and Localism Committee meeting held on Thursday 5<sup>th</sup> December 2024 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>126-24D&amp;L Community Hub and Library</b> a) Newsletter from the Library and Community Hub: - The Chairman (Councillor Miss R A Evans BEM) thanked all the team at the Library and Community Hub for their continued efforts, noting the newsletter plus the report from the Community Hub and Library Development Manager (CH&amp;LDM), which had been previously circulated. On Tuesday, earlier this week, there had been over 300 visitors to the facility in one day! A member highlighted the 'for sale/donation' books could perhaps be relocated, as their location could be skewing the figures on the number counter. b) Café Income &amp; Expenditure: - The café income and expenditure to date, as previously circulated, is noted.</p>	
<p><b>127-24D&amp;L Matters arising from the minutes</b> a) Feedback on the question put to Cornwall Council re Torpoint Family Hub: - Pursuant to minute number 110-24D&amp;L (b), the Clerk explained Cornwall Council had replied and is keen to understand how the building aligns with the council's plans for Torpoint. The Town Mayor (Councillor G J Davis) summarised his thoughts around the existing library and community hub, highlighting the towns' opportunity with the future development of a new library and community hub, on the site of the former police station. The Town Mayor continued, explaining, the Torpoint Family Hub may be an opportunity to extend the services of the library and community hub facility. [A reminder, this is currently only at the investigation stage.] The Town Mayor, Clerk and CH&amp;LDM will progress with Cornwall Council, before returning to this committee with more detail. b) Elections 2025 publicity: - Pursuant to minute number 116-24D&amp;L (c) (i), the Chairman and Clerk reminded members' about the information/paper, discussed at the previous meeting, which detailed Elections publicity suggestions. The Clerk confirmed information is included in the February 2025 newsletter, due for distribution week commencing 10<sup>th</sup> February.</p>	<p>Clerk/ Cllr Davis/ CH&amp;LDM</p>

Following discussion, it is agreed to: -

- i) Invite all members' to write a summary, in a maximum of two sentences, their reason(s) for becoming a councillor. This will then be published on social media, with photos, and subsequently removed in advance of the start of the Pre-Election period (Friday 14<sup>th</sup> March).
- ii) Hold a stall at the March Torpoint Street Market (Sunday 30<sup>th</sup> March), only councillors who are not looking to stand in the May Elections can support; the Clerk may wish to volunteer and provide support on the stall.
- iii) Publish a leaflet, similar to the CALC one, detailing information about 'Torpoint Town Council' and the current projects the council is working on. (Councillors Mrs. L Fellows, Mrs. J M Martin and J Tivnan BEM offered to support.)
- iv) Publish the leaflet with details of the Full Council meetings on social media, include a link to the meeting agenda.
- iv) The Library and Community Hub is open on Saturday 8<sup>th</sup> March, councillors to volunteer to be available at the facility, answering questions from anyone interested in becoming a councillor, or with an invitation to contact the Clerk for more details.

All/  
Clerk

Clr Fellows/  
Clr Martin/  
Clr Tivnan/  
Clerk

Clerk  
ALL

At the conclusion of the discussion, the Town Mayor (Councillor G J Davis) proposed a 'work plan' is made available for the new council and it is **recommended** a work plan of the council is produced and shared in June with the new council members'. The work plan will then be reviewed at committee meetings, to ensure all the business/projects of the council are remembered.

**Council**

c) February 2025 council newsletter: -

Distribution of the newsletter is on schedule to commence week commencing 10<sup>th</sup> March. The Town Mayor (Councillor G J Davis) suggested an editorial from the council is included in future editions.

d) Cyber Presentations booked, Devon & Cornwall Police – 14<sup>th</sup> April, 2.30pm and 7.30pm: - Pursuant to minute number 120-24D&L (a), Devon & Cornwall Police Cyber Presentations are booked for Monday 14<sup>th</sup> April, 2.30pm and 7.30pm start. Posters have been circulated and information is included in the newsletter.

e) Oakwood College, parking concerns: -

Pursuant to minute number 120-24D&L (c), [Cornwall] Councillor J Tivnan BEM updated members' after having a meeting with the Vice Principal of Oakwood College. The actions agreed are: -

- i) Immediate term – Oakwood College staff are reminded to refrain from parking directly outside numbers 9 – 29 St. James Road and the service lane dividing the college from No. 9. Should parking be required they are to seek other areas to park in close proximity to the college either in Kempton Terrace or Salamanca Road.
- ii) Immediate term - All complaints reference parking to be logged at the time, with a record being kept at the college reception.
- iii) Medium term - Explore the need to base the maintenance van at the college and/or garage the same in vicinity, should a garage be available. Furthermore, the van to be reversed into position instead of parallel parking, to optimise parking area.
- iv) Medium term - To prevent traffic build up on opening and closing times, instruct drivers to initially park as close to the exit area, without impeding pedestrians' pathway.
- v) Medium term - To ease traffic congestion by ensuring all students' are ready and waiting in the foyer area for pick up to speed up the process of vehicle waiting times.
- vi) Long term – To explore the possibility of removing the front wall between access and egress points.

<p><b>128-24D&amp;L Policies referred to this Committee</b> None.</p>	
<p><b>129-24D&amp;L To consider the Council Business Risk Management</b> a) Budget Variance – Development and Localism Committee Responsibilities: - The Committee considered the updated December 2024 financial information, as previously circulated and the items relevant to this committee. There are no current concerns.</p>	
<p><b>130-24D&amp;L Items Referred to this Committee</b> None.</p>	
<p><b>131-24D&amp;L Other projects</b> a) Tennis courts / LTA Action plan: - The previously circulated Tennis courts action plan, compiled with the LTA was considered. The immediate priorities for the council: - i) Meet with the Activators to set up the Free Park Tennis programme from the Spring; ii) Recommence the recruitment of a tennis coach to operate from the courts; iii) Agree a date and plan a 'Big Tennis Weekend' event.</p>	
<p><b>132-24D&amp;L Planning Applications</b> None.</p>	
<p><b>133-24D&amp;L Localism</b> a) Town Team Project Board (TTPB): - The next meeting of the TTPB is on Tuesday 11<sup>th</sup> February 2025. The Good Growth Shared Prosperity Fund application was submitted by the deadline, for £245,263, for the Lower Fore Street Redevelopment RIBA Stage 3 Detailed Design, which will lead to a planning application and statutory consultation. b) 3G Pitch 9v9 Project: - Pursuant to minute 116-24D&amp;L (b) (i), a stakeholder meeting was held this morning, to progress the project. The Chairman (Councillor Miss R A Evans BEM) explained having listened to the residents' objections, which were made to the planning application, Torpoint Community College (TCC) is now working with their planning consultant to consider changes which can be made. These include: the 'bund', which could be removed and the acoustic fencing extended. A member highlighted that a similar venue, elsewhere, had been closed down, due to complaints about the noise levels. The consultee comment from Sport England was discussed and is available on the planning portal. Members' considered what the outcome of the planning application could be, whilst acknowledging that nothing has changed since the last meeting. The Chairman reiterated that TCC is working with the planning consultants. c) Vision and other Projects: - None. d) Neighbourhood Development Plan (NDP): - Pursuant to minute 116-24&amp;L (d) the Clerk explained the details for appointing the External Examiner. Following consideration of the CV's, shared with the neighbourhood plan steering group, it is <b>recommended</b> to ask Cornwall Council to appoint Deborah McCann to be the External Examiner for the NDP. i) Neighbourhood planning newsletter – Cornwall Council: - Noted. ii) Notice of publication of the proposed Torpoint Neighbourhood Development Plan – Additional Focused Consultation – PA24/00004/NDP – Regulation 16 – The Neighbourhood Planning (General) Regulations 2012 and The Localism Act 2011: - Noted.</p>	<p><b>Council</b></p>

e) Tourism event 2025: -  
[Cornwall] Councillor J Tivnan BEM has asked Cornwall Council Open Spaces Team, to plan to cut the grass at Thanckes Park, in advance of the event. The Operations Manager will submit the event notification documentation to Cornwall Council.

**134-24D&L Climate Emergency Action Plan**

a) To consider the actions relating to this Committee: -  
The idea to work with Oakwood College, regarding an award scheme will be looked at. A meeting of the Climate Emergency Action Plan review group will be planned.

Cllr Evans/  
Clerk

**135-24D&L Equality, Diversity and Inclusion**

a) Update on accessible play equipment project: -  
Councillor Mrs. L Fellows summarised the funding already received, the amount of which had been previously shared at the January council meeting. Target amount is £30k, currently there is slightly more than £5k outstanding.

b) Torpoint Diverse Advisory Panel update: -  
Councillor Mrs. L Fellows updated members' regarding the Torpoint Diverse Advisory Panel, which had met the previous day.

- Thank you to Councillor J Tivnan BEM for attending and taking forward the Cornwall Council associated issues.
- A member highlighted about electric charging cables, which are potentially too high for wheelchair access.
- Mobile heating loop is required for the Council Chambers, cost is approximately £150 - £200, action: to proceed with purchase.
- Coloured carpet tiles to replace the existing blue tiles, so show the differentiation between the main hall and the bar area in the Council Chambers, action: to proceed with purchase.
- A meeting has been arranged with Councillor Tivnan, plus the wheelchair member of the group next week, to look at improving the access to Thanckes Park play-park.
- A social media post, regarding how to apply for Blue Badge parking permits and the Tamar Crossings concessions will be posted.
- The Library and Community Hub has been integrating refugees, with the Cornwall Council Resettlement Service, arranging the first session across the county in the Torpoint facility.
- One of the sports wheelchairs at the tennis courts has been used twice this year, by Oakwood College.
- The Accessible Audit has been reviewed, following a training event by the Operations Manager to a Play Spaces event in Truro, currently looking at whether 'dog grates' could be installed to replace gate access to the play parks that are not near to a road.
- Cornwall Libraries is setting out its key themes for the year and one of the themes will be "Sensory story times".

Clerk

**136-24D&L Accounts for Payment.**

PAYEE	Invoice Number	Total	TAX	NET	Description
Don Benson	59	60.00	0.00	60.00	Clock Winding St James
Biffa	522C99220	67.34	11.22	56.12	General Waste Collection Council Chambers
Biffa	522C99219	33.82	5.64	28.18	Recycling Collection Council

					Chambers	
Biffa	522C99218	51.58	8.60	42.98	General Waste Collection Library	
Biffa	522C99217	33.82	5.64	28.18	Recycling Collection Library	
L&L Diverse Solutions	005/2025	4,932.00	822.00	4,110.00	6 Days Consultancy	
Huxter & Davey	1096	177.00	18.04	158.96	Bi-Ennial Eye Test and Glasses - Town Council Support Officer	
<b>TOTAL</b>		<b>5,355.56</b>				
<p>Following discussion, a reminder about the maximum amount the council staff can reclaim towards the cost of spectacles for staff VDU use was detailed. Clerk to ensure the tax position for the employee is actioned accordingly.</p>						Clerk
<p><b>137-24D&amp;L Correspondence</b></p> <p>a) To consider: Collaboration request to Develop an Arts, Culture, and Creative Industries Strategy for Torpoint – Torpoint Artists Collective CIC: - Following information verbally shared by the Town Mayor (Councillor G J Davis), it is <b>recommended</b> the council supports a collaboration to develop an Arts, Culture, and Creative Industries Strategy for Torpoint with the Torpoint Artists Collective CIC.</p> <p>b) To note: 'The Valley' newsletter 2025, opportunity for inclusion of press release/article – Tamar Valley National Landscape: - Noted.</p> <p>c) To note: Free trees for Torpoint event – 12<sup>th</sup> February, Library and Community Hub, 2pm – 4pm – Forest for Cornwall: - Noted.</p> <p>d) To note: January 2025 Update Cornwall Services – Stroke Association: - Noted.</p> <p>e) To note: CALC News Bulletin, Briefings and Other information 28<sup>th</sup> January 2025 – CALC: - Noted.</p>						<b>Council</b>
<p><b>138-24D&amp;L Date of next meeting</b></p> <p>Thursday 6<sup>th</sup> March 2025.</p>						
<p><b>139-24D&amp;L Any Business that has been disclosed to the Chairman and members prior to the meeting</b></p> <ul style="list-style-type: none"> <li>➤ The Chairman (Councillor Miss R A Evans BEM) had today met with two young people (Year 9 students') to listen to their ideas about the skate park and how they would like to see it improved. The young people are already linking with Torpoint Ramps Forum, which is to be encouraged.</li> </ul>						
<p>Meeting closed at 8.30pm _____ Chairman</p>						