

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 25th June 2015 at 7.00pm in the Council Committee Room, 4, York Road, Torpoint.

PRESENT: - Councillor E H Andrews (as substitute for Councillor Mrs J M Martin), Mrs K Brownhill (as substitute for the Town Mayor Councillor M N Pearn MBE), G J Davis, B Hobbs, Mrs C A Jackson, Mrs A I Johnson and J Tivnan plus the Town Clerk.

(In the absence of the Town Mayor and Deputy Town Mayor Councillor G J Davis was elected to Chair the first two agenda items).

11- 15DL Apologies for absence

Apologies for absence were submitted on behalf of the Town Mayor, the Deputy Town Mayor (Councillor M J Crago - agenda item 5), Councillors Mrs C E Goodman, L E Keise, Mrs J M Martin and Mrs R A Southworth (agenda item 5).

12- 15DL Election of Chairman for the Civic Year 2015-16

Councillor G J Davis called for nominations for the position of Chairman for the Civic Year 2015-16. Councillor E H Andrews proposed that Councillor G J Davis is elected Chairman for the Civic Year 2015-16. Councillor J Tivnan seconded the proposition. There being no other nominations the motion was put and Councillor G J Davis was duly elected Chairman for the Civic Year 2015-16.

13- 15DL Election of Vice Chairman for the Civic Year 2015-16

The Chairman called for nominations for the position of Vice Chairman for the Civic Year 2015-16. Councillor B Hobbs proposed that Councillor Mrs A I Johnson is elected Vice Chairman for the Civic Year 2015-16. Councillor J Tivnan seconded the proposition. There being no other nominations the motion was put and Councillor Mrs A I Johnson was duly elected Vice Chairman for the Civic Year 2015-16.

14- 15DL Declarations of Interest relating to items on the Agenda

None.

15- 15DL To appoint a Neighbourhood Plan/Vision Consultant

(As delegated by Council – all members were invited to participate in this agenda item).

- It was noted that the document had been circulated to members electronically and a hard copy of the booklet was available for inspection by members at the meeting. The document was noted. Following comments made by members it was suggested by the Chairman that future documents should be in an A4 or similar format. The Assistant Town Clerk had previously confirmed that the funding body had approved the Council process for engaging with potential project consultants. Councillor J Tivnan commented on points in the document and was of the opinion that due to the short time frame and paucity of replies the council should request a further extension from the funding body. Councillor Mrs A I Johnson voiced concern at the low number of replies received and posed the question if this Council should go back to the other potential applicants to ascertain why they did not respond. Councillor Mrs Johnson also commented on the low numbers attending the meeting and was of the opinion this might cause problems in the future. Councillor E H Andrews reminded those present that the meeting was quorate and some of the other members have good reasons for not being here. Members

were reminded that the terms of reference for delivery of the vision had been formulated by the Steering Group and these had been forwarded to all potential tenderers (Annex's "A" and "B" refer). The terms of reference as sent would form the basis of the contract award. It was suggested that payment could be phased on satisfactory completion of the phased section of delivery. Councillor E H Andrews insisted that the option must always be available that the contract is terminated on non-satisfactory completion of work following reports to the Steering Group (please see Annex "A" deliverables for reference to reporting cycles). The Chairman explained the chronology of events and the need for a decision to be made. Councillor Davis warned that the funding body had confirmed that the project had to be delivered by the 23rd January 2016. Councillor Tivnan observed that the document spent a lot of time highlighting successes in other towns. The Chairman replied by reminding members that the comparisons with other places was to demonstrate capability in delivering the plan. After further discussion and on the proposition of the Chairman it was **resolved** (5 votes in favour with 2 votes against).

- That the Council engage Clifton-Emery Design Ltd to undertake delivery of the "Vision for Torpoint" project as detailed in the tender specifications and subject to the terms of references contained in Annex's "A" and "B" but in addition the Council reserves the right to withdraw from the contract for unsatisfactory delivery of the project at any stage following review by the Steering Group.
- That the Clerk arrange for a phased payment of the fee.

It was further **recommended** that the Assistant Town Clerk contacts the remaining potential tenderers to try and ascertain why responses to the invitation to tender were not received.

16- 15DL Minutes of the Previous Meeting

The minutes of the meeting held on Thursday 23rd April 2015 were taken as read, confirmed and signed by the Chairman.

17- 15DL Matters Arising from the Minutes

None.

(Councillor Mrs A I Johnson left the meeting at this point).

18- 15DL Town Council Development Plan

The Committee considered the Development Plan Strategy for 2016-19. After considering the document members **recommend** that it is accepted and is attached to these minutes. The Committee then reviewed the Development Plan Budget Proposals that are appended to these minutes and **recommended** for approval. Other points of note from the debate:-

- a) Neighbourhood Development Plan - A budget of £5,000 has been included in the 2016-17 financial year principally to deliver outcomes from the plan.
- b) Rowe Street – A budget of £1,750 is proposed to upgrade and improve the area if this Council should take over this location.
- c) Japanese Knotweed Control – The budget of circa £20,000 has been proposed for this Council to undertake an extraction programme. The estimate is based on calculations provided by Cornwall Council.
- d) Christmas Lights – It is estimated that improvements will have to be made to the circuitry and an additional £400 has been included.
- e) Party in the Park – It is proposed that this becomes an annual event to boost tourism in the town.

- f) Town Centre Manager – It is proposed that the Town Council engage a Town Centre Manager to mirror other towns that have created a similar post. Tasks could involve funding applications.
- g) Tennis Courts – Modest budget to maintain the area should this Council decide to take over the area.
- h) CCTV Coverage – Modest budget to maintain/improve/train staff.
- i) War Memorial – Budget spread over 2 years to create the new War Memorial in Eliot Square.
- j) Road Improvement Adela Road – Budget to provide signage and then subsequently bollards in Adela Road.
- k) Town Council Maintenance Vehicle – Vehicle to transport equipment etc. to other sites maintained by the Council.

19- 15DL Localism

a) Coastal Community Initiative Report:-

The Chairman reported that the Coastal Community Initiative application had to be submitted by the 26th June 2015. The Chairman reported that it might not be submitted in time but that he would endeavour to do so.

20- 15DL Planning Applications

a) PA15/05307 – Torpoint Nursery and Infant School, Albion Road, Torpoint – Submission of details to change condition 2 to include provision of an external canopy in respect to planning decision PA14/11340 dated 03.03.2015 – drawing 25308-000G-001 REV A.

No objections or observations.

21- 15DL Correspondence

None

22- 15DL Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
ITEC	Photocopies	70.43	11.74	58.69
NDF Civils	Footpaths 4 & 7 and bench	500.00	0.00	500.00
NDF Civils	Grass - St John Ambulance Hall	30.00	0.00	30.00
CORY Environmental	Wheelie Bin	118.74	19.79	98.95

23- 15DL Date of the Next meeting

Monday 20th July 2015.

24- 15DL Any Business that has been disclosed to the Chairman and members prior to the meeting

None.

Meeting closed at 9.15 pmChairman