

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 24th March 2016 at 7.00pm in the Committee Room, 4 York Road, Torpoint.

In the absence of the Chair and Vice-Chair members elected Councillor M N Pearn MBE (Town Mayor) to Chair the meeting.

PRESENT:- Councillors M N Pearn MBE (Chair), E H Andrews, (as substitute for Councillor Mrs. J M Martin), Mrs. C E Goodman, L E Keise, Miss R A Tanner BEM (as substitute for Mrs. A I Johnson), J Tivnan plus the Assistant Town Clerk. (Councillor G Davis late arrival).

On behalf of the Council, the Chair gave a special welcome back to Councillor J Tivnan for attending this meeting, being his first one since his recent stay in hospital.

92-15 DL Apologies for absence

Apologies for absence were submitted on behalf of Councillors B Hobbs, Mrs. C A Jackson, Mrs. A I Johnson and Mrs J M Martin.

93-15 DL Declarations of Interest relating to items on the Agenda

None.

94-15 DL Minutes of the previous meeting

The minutes of the Development and Localism Committee meeting held on the Tuesday 25th February 2016 were taken as read, confirmed and signed by the Chairman.

95-15 DL Matters arising from the minutes

a) Japanese Knotweed Control Agreement:-

Pursuant to minute 84-15DL (a) the Assistant Town Clerk was unable to give any further progress made with Cornwall Council over a possible eradication programme. Members asked the Assistant Town Clerk to check with Councillor B Hobbs, to see if he had made any further progress with Cornwall Council to endeavour to move this agreement forward. Councillors J Tivnan and E H Andrews expressed their concern, once again, over the time taken, to pursue this matter and felt that what was initially a three year programme, has now taken nearly seven years, and a solution to the eradication of the Japanese Knotweed has still not been found. Councillor J Tivnan gave an example of a plot of land (elsewhere in the country) where it has been eradicated, before builders were then able to commence construction of a new property and added that more needed to be done to ensure it is removed from the Thanckes Park area of the town soon. Councillor J Tivnan volunteered to research this invasive weed further and Councillors discussed writing a letter to the Chief Executive of Cornwall Council to endeavour to move this forward.

b) Library/One Stop Shop:-

Pursuant to minute 84-15DL (b) the Chair reported participating in a recent teleconference, to consider the possibility of relocating the library within the previous Barclays Bank building, with the Town Clerk, Councillor B Hobbs, Assistant Town Clerk and the following Cornwall Council

representatives: Anne McSeveney - Assistant Head of Customers and Communities, Julie Zissimedes and Nick Bunton – Property Services. The Assistant Town Clerk summarised the call:

- The suggested estimate to re-configure the building of approximately £225K remains and who will be expected to fund these costs;
- Have there been any discussions with the agent over the possibility of Barclays Bank also contributing towards this refurbishment cost, as they still retain the lease on the property;
- The ongoing possibility for the Police occupying part of the building, all their reconfiguration costs would be funded themselves;
- As time continues, the previous Barclays Bank building may not be available to lease (someone else may decide to take up the lease on the property);
- The current lease cost is £16K per year, is there the possibility of this figure being re-negotiated?
- Re-affirm the expression of interest made by Torpoint Town Council for the possible devolution of the Torpoint Library/One Stop Shop from Cornwall Council. When asked about the possibility of any financial contribution from Torpoint Town Council, the Town Clerk explained that this had not been discussed or agreed by Council.

The call concluded with Anne McSeveney indicating that she would seek further guidance from Iain Thomson – Property Services, Cornwall Council; following this a report from the Directors would be compiled and the Town Council duly updated on the current proposals.

Members debated this situation and felt that it may be worthwhile exploring alternative accommodation in the town for the proposed relocation of the Library/One Stop Shop. Members **recommended** the Town Clerk explores possible alternatives, including the building previously occupied by the Electrical shop in Fore Street which is now up for sale, and obtains detailed specifications of this property, and any others, for further consideration by all Members.

c) Vision for Torpoint Strategy:-

Pursuant to minute 85-15DL (a) the Assistant Town Clerk explained the final Vision is due for publishing shortly, it is anticipated that printed copies will be available for Councillors to peruse, in advance of the April Council meeting. Councillors will then be asked to then adopt The Vision for Torpoint document at this meeting. The Assistant Town Clerk reminded members of their resolve at the January Council meeting, Minute 154-15 (a) refers, to approve printed copies of the document to be available to a total ceiling value of £900. The Assistant Town Clerk drew members' attention to a further cost, which will be the cost to publicise the Vision at various locations around the town. The Assistant Town Clerk estimated this cost to be in the region of £400; it is therefore **recommended** to approve this expenditure, with a ceiling value of £400. Councillor E H Andrews advised the Assistant Town Clerk, that in order to ask Sainsbury's permission to run a stand in the entrance to the store to publicise the Vision, a letter to the Store Manager, Mr. M Whittle is advised.

96-15 DL Items Referred to this Committee

None.

97-15 DL Policies Referred to this Committee

a) The Marketing and Communication Policy had not been circulated – item deferred to the next meeting.

98-15 DL Localism

a) Tennis Courts including CCTV coverage: -

The Chair reported that he is waiting to hear from Cornwall Council over the possibility of devolving the Tennis Courts to the Town Council. He added the land was advertised last year and an interest was initially pursued by a Community Interest Company, although that interest has now been withdrawn. The Chair explained that as soon as an update was made available, he would report to Members. Councillors were of the opinion that in the meantime it would be useful for quotation(s) to add an extra CCTV camera overlooking the tennis courts, to be sought by the Assistant Town Clerk.

b) War Memorial:-

Councillor J Tivnan advised that a while ago he and the Chair met with Sir Richard Carew-Pole, who did not object to shrinking the circle around the lamp post in its current position. Councillor J Tivnan explained the next step in the proposed upgrade to the War Memorial would be to carry on the granite step running parallel throughout the length between the two no waiting signs with a uniform width of 2 feet six inches. The current railings would be removed in their entirety and replaced with higher railings of 36 inches, which will allow wreaths to be affixed to the railings post Remembrance Sunday instead of being left in an untidy heap with the small gate currently in place. It is further proposed to build two small raised gardens, to act as Gardens of Remembrance. Councillor J Tivnan added that Highways have conducted a site visit and have indicated that they will have no objections to the work being done, but are unable to provide a financial contribution towards the project. Councillor J Tivnan will proceed with obtaining quotations and drawings for a future meeting.

c) Road Improvement, Adela Road

Following a recent meeting to discuss Adela Road, attended by a Cornwall Council representative, the Chair Cllr Mike Pearn MBE and the Town Clerk, the Chair explained the three options available to the Council, already detailed at the Council meeting in March (Minute 182-15 refers).

- Erect signage/notices indicating that the Town Council plans to close the road to vehicles in a set number of days
- Erect bollards, which will prevent all car usage
- Do nothing, with the road remaining in its current condition

Councillor J Tivnan discussed an option whereby residents are contacted to be asked to contribute towards the funding for the road refurbishment, asking for a financial commitment, or if necessary instructing a lien to be added to the deeds of the property.

At this point Councillor Gary Davis joined the meeting.

d) Town Council Maintenance Vehicle: -

The Assistant Town Clerk explained the acquisition of a maintenance vehicle for the Town Council for the financial year 2016/17 has not yet been started. Members debated the reasons for acquiring a vehicle, including current policy on Council employees driving their own vehicles for business use, it was **recommended** to defer this item for three months, before review again.

e) Bus Shelters: -

The Assistant Town Clerk informed Members that Cornwall Council have in principle agreed the grant applications for 2015/16 and 2016/17 financial years. Once further information has been supplied to Cornwall Council the order for two shelters will be placed and then subsequently installed.

f) Library:-

Already noted.

99-15 DL Correspondence

a) Environment Service Standards: -

The Assistant Town Clerk referred Members to service standards documentation received from Cornwall Council, members asked for it to be forwarded again.

100-15 DL Planning Applications

None.

101-15 DL Accounts for Payment

PAYEE	REASON	GROSS	(VAT)	NETT
SLCC	Modules (50%) for Comm Governance Course (ATC)	1680.00	0.00	1680.00
Ideal Lifts	One off service for Lift	150.00	25.00	125.00
Mrs C F Southworth	Reimbursement Fly the Flag Refreshments	11.30	0.00	11.30
WesternWeb Limited	Annual renewal NDP website licence	80.40	13.40	67.00
Mrs M Acton	Laundry	88.00	0.00	88.00
ITEC	Photocopies Office	62.21	10.37	51.84
Firewatch	6 monthly Fire Alarm Test	414.19	69.03	345.16
Firewatch	Alarms Labour Charge	90.00	15.00	75.00
British Gas	Electricity Supply (Antony Road toilets)	42.55	2.02	40.53
Zurich Insurance	Annual Insurance renewal	2,723.19	0.00	2,723.19
Cornwall Academy Main Services Ltd	Work on Gas Plant Room / Ventilation	3544.80	590.80	2954.00

The Assistant Town Clerk detailed recent negotiations undertaken by the Town Clerk over the Council's annual Insurance renewal premium (for the next three years) (minute 183-15 refers). Referring to information disseminated to Members regarding the original quotation from AVIVA (via WPS Insurance Brokers), which at the recent meeting of Council was more competitive; on scrutiny of the schedule from AVIVA there was one significant difference - the public liability insurance from AVIVA is for £10 million but Zurich's quotation was for £15 million, the Council's Financial Risk Assessment confirms the Council maintain Public Liability Insurance at £15 million (see minute 60-

15F&P). On returning to WPS, the increase to the Public Liability to £15 million would increase the premium, resulting in a more competitive quotation from Zurich (currently Zurich were £3,164.09 and WPS (AVIVA) were £2,766.94 + £25 admin charge). Subsequently, a revised quotation was received from Zurich of £2,723.19 including Insurance Premium Tax, per year for a three year long term contract. Members **resolved** to renew with Zurich Insurance for a three year long term contract.

102-15 DL Date of next meeting

Due to a clash of date for the forthcoming Community Network Panel meeting which is scheduled for Thursday 28th April 2016, members agreed the date of the next meeting is Tuesday 26th April 2016.

103-15 DL Any Business that has been disclosed to the Chairman and members prior to the meeting

None.

Meeting closed 8.20pm.....Chairman