

## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of Torpoint Town Council held on Thursday 17<sup>th</sup> November 2016 at 7.00pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

**PRESENT:** - Town Mayor (Councillor M J Crago), Councillors E H Andrews, G J Davis, P R Edwards, A P Glanville, Mrs. C E Goodman, B Hobbs, Mrs. J M Martin, M N Pearn MBE, Mrs. R A Southworth and J Tivnan plus the Town Clerk with the Deputy Town Clerk in attendance.

	<b>ACTION</b>
<p><b>107-16 Apologies for absence:-</b> Apologies for absence were submitted on behalf of the Deputy Town Mayor (Councillor L E Keise), Mrs. K Brownhill, Mrs. C A Jackson and Miss R A Tanner BEM</p>	
<p><b>108-16 Declarations of Interest relating to items on the Agenda:-</b> Registerable [Pecuniary] Interests were declared by Councillor G J Davis – Agenda item 7 (d) (as being the applicant) Non-Registerable Interests (NRI) were declared by the following: Councillor E H Andrews – Agenda item 7 (d) (as being a friend of the applicant) Councillor G J Davis – Agenda item 11 (as being a proposed director of the Community Interest Company).</p>	
<p><b>109-16 Adjournment of the meeting:-</b> It was <b>resolved</b> that standing orders would be suspended to allow the meeting to stand adjourned at 7.05 pm to introduce the applicant and Architect to explain planning application numbers PA16/09073 and PA16/09117 (as deferred by the F&amp;P Committee – minute 70-16F&amp;P (a) refers) to the meeting. Following the explanation and brief questions the meeting was reconvened at 7.09 pm.</p>	
<p><b>110-16 Planning Application:-</b></p> <p>a) PA16/09073 – The Harbour Lights, 1, Fore Street, Torpoint – Reorganisation of existing building known as 1, Fore Street to provide 6 no. 2 bedroom flats in replacement of 9 no. “bedsit” accommodation. Proposal also for the extension of 1, Fore Street to form 5 no. new 1 and 2 bed flats, in addition to the part demolition of the exiting building including new access, lift and circulation. Members support the application as it is in sympathy with the Vision for Torpoint document that is highlighted in the application, it opens up the waterfront and improves the aesthetics of the area.</p> <p>b) PA16/09117 – The Harbour Lights, 1 Fore Street, Torpoint PL11 2AA - Development of 12 no. 1, 2 and 3 bed apartments and café/restaurant with associated parking and landscaping (as referred – minute 70-16F&amp;P refers). Members support the application as it is in sympathy with the Vision for Torpoint document that is highlighted in the application, it opens up the waterfront and improves the aesthetics of the area.</p> <p>c) PA16/09779 – 1-20 Tregonning Road, Torpoint – Application of external wall insulation to various properties in MOD service family accommodation. No objections of observations.</p>	

<p>d) PA16/09962 – 27, Sycamore Drive, Torpoint – New single storey flat roof extension to provide ground floor cloakroom with toilet and hand washing facilities. No objections or observations.</p> <p>e) PA16/10270 – 62, Peacock Avenue, Torpoint – Single storey side extension. No objections or observations. (Councillor G J Davis declared a prejudicial interest as being the applicant and left the meeting whilst this item was discussed. Councillor E H Andrews declared a non-registerable interest (NRI) as a friend of the applicant and left the meeting whilst this item was discussed).</p>	
<p><b>111-16 Minutes of the previous meeting:-</b> The minutes of the previous meeting held on Thursday 20<sup>th</sup> October 2016 were taken as read, confirmed and signed by the Chairman subject to the insertion of the word "Arts" and deletion of the word "Rights" in minute 91-16 and insertion of the word "footfall" and deletion of the word "football" in minute 94-16.</p>	
<p><b>112-16 Matters arising from the minutes</b></p> <p>a) Duchy Moorings:- Pursuant to minute 94-16(b) Councillor B Hobbs reported that verbal agreement had been made on the amendment but that a robust regime would be enforced on the laying of moorings. Councillor Hobbs detailed the arrangements that would be monitored by the Health and Safety Executive (HSE). Councillor Hobbs warned that the complexity of the HSE system might make laying a mooring cost prohibitive for some boat owners. Councillor Hobbs would present further updates when these became available.</p> <p>b) Clock Servicing:- Pursuant to minute 104-16 (a) the Clerk reported that he has written to the Council Clock winder Mr. Benson enclosing the service procedure as produced by Mr. Thomson-Neall to seek confirmation that he is able to service the clock using the instructions. To date he has not received a reply to the letter and will endeavour to contact Mr. Benson to ascertain progress on this matter.</p>	<p>B Hobbs</p> <p>Clerk</p>
<p><b>113-16 Mayor's Communications</b></p> <p>Saturday 21<sup>st</sup> October Tina and I attended the Coppola School of Performing Arts for their show The Little Mermaid and were treated to another excellent production, congratulations to Kelly and all of her students and all behind the scenes, well done.</p> <p>Sunday 30<sup>th</sup> October Tina and I attended St James Church for the commemorative service for 2<sup>nd</sup> Lt Robert Bagster Vinter who lost his life during the battle of the Somme, a very moving service which was very well attended. Once again the young children from Torpoint Nursery and Infant School performed some excellent songs and a pupil from Carbeile Junior School carried the MHC Heroes standard. I received a very nice letter from the Cornwall's Regimental Museum thanking everyone involved in the service, my thanks to those involved in organising the service.</p> <p>Friday 11<sup>th</sup> November I attended the wreath laying ceremony at Sparrow Park an event which gets bigger every year and in the afternoon I attended Torpoint Nursery and Infant School for their Remembrance Day Service. This was another excellent service well done to all the young children. In the evening Tina and I attended the Festival of Remembrance in the Plymouth Pavilions which was a very moving performance.</p> <p>Sunday the 13<sup>th</sup> November we attended the Town Remembrance Service, organised by the Royal British Legion Torpoint Branch, again very well attended by all of the organisations in</p>	

<p>the Town and the streets were lined with the community showing their respect and support, my thanks to all involved in making it another successful annual event. By the time this is published our Christmas lights will have been switched on and I am sure they will even more impressive than before, congratulations to all involved in putting up the lights and making it a successful event for the town and our younger people.</p>	
<p><b>114-16 Minutes of the Development and Localism Committee</b> It was <b>resolved</b> that the minutes of the meeting held on Thursday 27<sup>th</sup> October 2016 (as circulated) are received and adopted. The Mayor reminded members that both the Chairman of this Committee and himself have been invited to attend a presentation function in London on that evening and called for substitutes to be available.</p>	
<p><b>115-16 Minutes of the Finance and Personnel Committee</b> It was <b>resolved</b> that the minutes of the meeting held on Monday 31<sup>st</sup> October 2016 (as circulated) are received and the recommendations in minute's 67-16F&amp;P (To consider the hiring charges for the 2017-18 financial year), 68-16F&amp;P (To consider the Council budget for the 2017-18 financial year) and 70-16F&amp;P (a) (Items referred to this Committee) are adopted and implemented. The Clerk advised that following the Councils resolution to implement the recommended the balance budget of £316,154 confirming the income and expenditure amounts in each cost centre, the precept would rise the rise to £272,911 (an increase of £17,177 (just under 7%)) and the annual band "D" charge would increase by £7.27. Pursuant to minute 68-16F&amp;P (h) (Neighbourhood Plan/Vision) Councillor G Davis explained that the reduction in the Neighbourhood Development Plan budget was as a result of the Council not having to implement the SEA. Pursuant to minute 69-16F&amp;P (to consider tenders for the Neighbourhood Development Plan policies document) Councillor G J Davis explained that his confidence in the delivery of the document was based on the assumptions and projections being made within the tender submission.</p>	
<p><b>116-16 Minutes of the Asset Management and Operations Committee:-</b> It was <b>resolved</b> that the minutes of the meeting held on Thursday 3<sup>rd</sup> November 2016 (as circulated) are received and the recommendations in minute's 76-16AMO (b) (Flag Pole) and 76-16AMO (d) (Christmas Lights) are received and implemented. Pursuant to minute 76-16AMO (d) it was noted that the written offer to transfer the Christmas Lights from the Torpoint Community Events Company to Torpoint Town Council to detail the audit trail is still awaited so that the fixtures can be added to the Town Council asset register and be insured by the Council.</p>	
<p><b>117-16 Minutes of the Coastal Community Team Advisory Committee:-</b> It was <b>resolved</b> that the minutes of the meeting held on Wednesday 9<sup>th</sup> November 2016 (as circulated) are adopted and implemented. The Chairman Councillor G J Davis briefed members on the proposed Community Interest Company (CIC) that it is intended to form to further this initiative. It was confirmed that the proposed CIC will not be part of or connected to the Town Council and will be a completely separate entity. It was noted that although some of the proposed directors are Town Councillors, the Town Council has not appointed them as directors and those members have joined the CIC as individuals through their own volition. The Town Council has had no input or influence into the composition or adoption of Memorandum or Articles of Association as the company is not connected to the Council. Receipt was reported of an email from a proposed director of the company Mr. Simon Ryan, asking if this council would permit use of the Council Chambers for meetings of the CIC and also if the Council would permit the company to use the Council postal address as the</p>	

<p>company address. The email confirmed that the postal address would only be used as a "holding address" and mail would be collected unopened, by a director or employee of the company. Councillor Davis advised the meeting that he will become a director of the company and therefore with the Mayor's permission spoke to the Council and answered questions from members under the terms of 3.5A of the Code of Conduct before retiring from the meeting. Councillor Mrs. R A Southworth asked why the company wished to use the Council address. Councillor Davis advised that the company did not wish the addresses of private individuals. Councillor Davis re-iterated that the mail would simply be collected – the Town Council would have no involvement.</p> <p>(At this point Councillors G J Davis, A P Glanville and B Hobbs all declared a Non-Registerable Interest (NRI) as proposed directors of the CIC and left the meeting).</p> <p>Councillor E H Andrews acknowledged that this Council has no involvement with the proposed company but sought assurance that if there was a problem with the company the Council assets were not at risk if the company used the building as a postal address. Councillor Andrews also suggested that any free of charge use terms should be regularly reviewed and whilst any initial free of charge use could be implemented whilst the company was establishing itself, given the benefits could be community wide, the financial situation could change and the premises then hired. Councillor Mrs. R A Southworth reminded members that the company must complete a Use of Council facilities form at no cost prior to commencing hiring. Councillor Mrs. C E Goodman also expressed satisfaction that any proposals would make it clear the organisation was no part of the Council and the Council were not responsible for the actions of the company or the directors. After further discussion it was <b>resolved</b>:</p> <ul style="list-style-type: none"> <li>i) That Torpoint Town Council would grant use of the council facilities at an initial no cost subject to a review of at least annually or when it is considered appropriate by the Council to consider if a hire charge should be made and the Use of Council facilities form at no cost is completed prior to the hire.</li> <li>ii) That Torpoint Town Council will permit the use of the 4, York Road address as the registered company address provided that Torpoint Town Council is not used in any line of the address and that this Council does not provide any administrative support in connection with the use of the address.</li> <li>iii) That delegation is given to the Clerk to draw up an appropriate "Memorandum of Understanding" between Torpoint Town Council and the proposed Community Interest Company to incorporate the above and to protect the Council's interest generally.</li> </ul>	Clerk
<p><b>118-16 Financial Comparison</b></p> <p>It was <b>resolved</b> that the October 2016 financial comparison (as circulated) is received and adopted. It was reported that the Deputy Town Clerk has reviewed the income and expenditure and confirmed the financial comparison as being accurate.</p>	
<p><b>119-16 Accounts for payment</b></p>	

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Rates (Council Chambers) December	969.00	0.00	969.00
Cornwall Council	Rates (Public Cons) December	115.00	0.00	115.00
Streetmaster*	Bench and plaque (adjacent to the Jetty)	967.20	161.20	806.00
British Telecom	Telephone	34.26	5.71	28.55
South West Water	Antony Road (15th July - 19th October)	100.74	7.33	93.41
ITEC	Photocopies	30.00	5.00	25.00
M J Crago (reimbursement)	Travelling (Clifton Emery - 4 railfares)	313.20	0.00	313.20
Don Benson	Clock Winding	28.00	0.00	28.00
Trafalgar Cleaning Equip. Ltd	Billy Goat Litter Collector	1,043.00	173.83	869.17
Information Commissioner	Data Protection Fee	35.00	0.00	35.00
ITEC Group	Photocopier Lease	334.50	55.75	278.75
EE/T Mobile	Telephone	60.00	10.00	50.00

\*Invoice has been sent to the applicant for the commemorative bench.

### 120-16 Correspondence

a) BIFFA – Change of collection service day.  
Noted.

b) Utilitywise – New Energy account is live.  
Noted.

### 121-16 Reports

a) Neighbourhood Plan Steering Group.

It was **resolved** that the minutes of the meeting held on Monday 7<sup>th</sup> November 2016 are received and the recommendations in minutes 66-16NDP (both recommendations) are adopted and implemented. The Chairman Councillor G J Davis spoke to both recommendations and detailed points therein.

b) Cornwall Council:-

Councillor B Hobbs briefed members on the recent Tamar Estuaries consultative Committee meeting. Councillor Hobbs noted that proposals are for 2 areas of the river will become “no take” zones for conservation purposes. Councillor Hobbs also reported that a new site has been identified for dredged waste disposal that was approximately 4-5 miles further out into the English Channel from the current site in Whitsand Bay. Councillor Hobbs advised members that this should also assist with water quality at the beaches in Whitsand Bay. Councillor Hobbs then drew attention to the recent changes in the city bus routes that would no longer go through Union Street. Councillor Hobbs was of the opinion that this would be detrimental to local residents wishing to access retail facilities in the city centre. Various Councillors supported the call for this Council to send a letter to Plymouth City Bus as customers in Torpoint were not consulted or communicated with on this matter. The Clerk would consult with Councillor Mrs. R A Southworth to craft a letter to Plymouth Citybus. Councillor Mrs. Southworth also warned members that the Plymouth to Looe route could also be in jeopardy. Councillor G J Davis whilst supporting the letter also reminded members that the Vision document promotes the call to provide facilities in the town so that residents are not so reliant on Plymouth.

Councillor M N Pearn MBE reported that he had recently attended a budget meeting at Cornwall Council. Councillor Pearn also thanked the Councillors that had attended the recent tour of the ferry operation. The ferry report is reproduced below:-

Clerk/  
RAS

WEEK COMM	DAY AND DATE	FERRY	IMPACT ON SERVICE	SCHEDULED SERVICE	REASON	OVERALL EFFICIENCY %
17/10/2016	Friday 21 <sup>st</sup> October	Plym	2	1292	Loose segment bolts	99.5
		Lynher	4		Preps – sheave change	
24/10/2016	Friday 28 <sup>th</sup> October		21	1292	Staff Sickness	98.4
31/10/2016	Wednesday 2 <sup>nd</sup> November	Lynher	2	1292	Loose segment bolts	99.6
	Friday 4 <sup>th</sup> November		2		Loose segment bolts	
	Sunday 6 <sup>th</sup> November		1		Incident	
07/11/2016	Monday 7 <sup>th</sup> November	Tamar	7	1292	Vacon drive defect	99.5

Overall availability 98.8% Target 99%

c) Torpoint Town Partnership (TTP):-

There was no meeting during November.

d) Reports from Delegates to outside bodies:-

i) Councillor G J Davis reported on the recent South East Cornwall Chamber of Commerce meeting. Councillor Davis reported that the meeting was well attended and discussion included the Economic Plan for South East Cornwall. Councillor Davis reported on the key issues relating to transportation in the area including the A38 trunk road. Councillor Davis reported that Mr. Watts from Torpoint highlighted the growing Marine economy in Plymouth and sought ways to expand to South East Cornwall. Proposals for better marine links between Saltash, Torpoint and Plymouth were also discussed.

ii) Councillor Mrs. R A Southworth informed the meeting that the AGM of the Friends of Thanckes Park will be on Wednesday 23<sup>rd</sup> November and urged members to attend.

### **122-16 Date of next meeting**

Thursday 15<sup>th</sup> December 2016. The Mayor reminded members that the Deputy Lord Lieutenant of Cornwall will address members at 6.30pm on the honors system

Meeting closed at 8.12pm \_\_\_\_\_ Chairman

### **OPEN FORUM**

Mrs. C Truman – drew attention to issues with the steps in Sparrow Park that was an issue with those that are not only partially sighted but also with disabilities other than physical. Mrs. Truman also suggested that the provision of a handrail on the lower steps. Councillor A P Glanville supported the call for improved provision and that the authorities should be aware of issues with non-physical disabilities.

for residents

M Howells – Drew attention to blocked drains in Clarence Road. Cornwall Councillor B Hobbs would raise this matter again with CORMAC but complained that cars parked over the drains was not assisting those trying to clear them.

Rev Lyn Parker – Called for better shopping facilities in Torpoint that would keep money in the local economy. Councillor G J Davis explained the proposals in the Neighbourhood Plan for additional retail provision in the town. Councillor E H Andrews explained the rationale and protocols involved.