



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 4th July 2024 at 7.00pm in the Library and Community Hub, Fore Street, Torpoint.

PRESENT: - Councillor Miss R A Evans BEM (Chairman), Councillors Mrs. L Fellows, Mrs. C E Goodman, L E Keise, Mrs J M Martin (substitute for Councillor G J Davis), Mrs. J L Reeves, C R Sawyer, C R Still, and B A Walsh plus the Town Clerk & RFO (Clerk). The Community Hub & Library Development Manager (CH&LDM) was in attendance.

	ACTION
<p>37-24D&L Apologies for absence Councillors G J Davis (Town Mayor) and J Tivnan BEM.</p>	
<p>38-24D&L Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. L Fellows – (Agenda item 15c questions for the town council meeting held June 2024 – as Adela Road is referenced.) b) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. C E Goodman – (Agenda item 15a Maker Road parking concerns – as a neighbour of the correspondent.)</p>	
<p>39-24D&L Minutes of the previous meeting It was resolved that the minutes of the Development and Localism Committee meeting held on Wednesday 5th June 2024 were taken as read, confirmed and signed by the Chairman.</p>	
<p>40-24D&L Matters arising from the minutes a) July 2024 council newsletter: - Pursuant to minute 28-24D&L (b) the Clerk explained that due to a delay at the printers, the newsletter production and delivery is anticipated to be undertaken during the middle of July.</p>	
<p>41-24D&L Community Hub and Library a) Newsletter from the Library and Community Hub: - The Chairman (Councillor Miss R A Evans BEM) thanked the Community Hub and Library Development Manager (CH&LDM) for the newsletter, as circulated and thanked the staff and volunteers for all their continued efforts at the facility. The CH&LDM summarised the additional activities undertaken and those being planned: -</p> <ul style="list-style-type: none"> • Laura has settled in well and is planning to be off for a month’s travel to Bali, cover in in place • Looking forward to opening for the Craft Fayre this Friday. <p>Hub funded projects - supporting with the 18K from Volunteer Cornwall (in addition to Awenek and CHAT)</p> <ul style="list-style-type: none"> • Out with Friends (£1,000 for bus rental as per email) Penny Madge • Pain Café Network – once per once – delayed start until September • Gaspers – Pat Tivnan, looking to meet and discuss helping to fund room hire for this group under hub funding • Silent disco Yoga – looking at running 2 x children’s session’s for the Summer, using Bodyworx • ‘Looming’ session – to make neo natal baby hats for hospitals approx. £120 planned expenditure, Friday afternoons, starting in September • 6 week Chair pilates session starting in September. 	

<p>Summer Reading Challenge / holiday Activities being planned</p> <ul style="list-style-type: none"> • Laura visited Carbeile Junior School, Antony School plus Furlanesend School to publicise the Summer Reading Challenge and shared the programme of activities which have been planned and co-ordinated for the summer. • Slime making, wellbeing walking (Lynne is attending a course to facilitate), • Awenek CIC undertaking arts and crafts • Clay activities • FoTP event – 29th July with the Cornwall Library bus • Summer Festival – 30th August with the Cornwall Library bus coming to the Library and Community Hub. <p>Checklist from Review – items outstanding</p> <ul style="list-style-type: none"> • ID Board • Allergen Course and then decide method. <p>Other items</p> <ul style="list-style-type: none"> • £1.5K digital funding – grant funding successful application. The Clerk will authorise the grant funding agreement, on behalf of the council. • Torpoint Nursery and Infant School, event – Gwenda attending to publicise the Summer Reading Challenge • Diabetes Awareness week, in partnership with CHAT to support new diabetic group. Week commencing Monday 9th September an event is being planned, from 2.00pm – 6.00pm. • Door, looking to replace - ongoing • Recent Sunday and Saturday openings have been busy • Successful meeting with Foodbank, CHAT, Social Prescriber and Peninsula Trust – positive partnership are being cemented as a result with future meetings planned • Shevioc PC has agreed to donate £765.10 to the library and community hub, thank you letter to be written. Clerk to seek permission from the Parish Clerk to publish the thank letter on social media. • Training day for Thursday 18th July for staff and volunteers being planned. The agenda for the day will be shared with all members who are invited to attend, a buffet lunch is being ordered. • Feedback from the Cornish Language lady, who has been visiting several libraries as part of Cornish Language week, having attended Rhymetime on Wednesday 3rd July, said “this is the best library and community hub I have ever visited.” The CH&LDM read out all the wonderful feedback from Elizabeth, which members’ were delighted to hear. • Four sessions being planned over the summer period for YEP! to attend and give careers advice to young people. A poster to advertise this is being compiled by the CH&LDM. • A calculation of the total hours undertaken by the volunteers over the last 12 months is being looked at. <p>b) Café Income & Expenditure: - Noted, members’ minuted thanks to all the team of staff and volunteers for the increased footfall, which has in turn generated an increase in the café income. (The CH&LDM left the meeting at this point.)</p>	<p>Clerk</p> <p>Clerk</p> <p>CH&LDM/ Clerk</p> <p>CH&LDM</p> <p>CH&LDM</p>
<p>42-24D&L Policies referred to this Committee</p> <p>None.</p>	

<p>43-24D&L To consider the Council Business Risk Management</p> <p>a) Budget Variance – Development and Localism Committee Responsibilities: - The Committee considered the May 2024 financial information, as previously circulated and the items relevant to this committee, there were no concerns. The Clerk highlighted the recent updating to the Neighbourhood Plan will be charged at a cost of £1,200 (+VAT), the Reserves - Neighbourhood Plan cost centre will be used for this expenditure.</p> <p>b) Statement of 'Reserves – Vision Projects' expenditure 1 April 2023 – 27 June 2024: - As requested at the previous meeting by the Town Mayor (Councillor G J Davis) the Clerk presented the information which will be included in the September meeting agenda.</p>	Clerk
<p>44-24D&L Items Referred to this Committee</p> <p>None.</p>	
<p>45-24D&L Other projects</p> <p>a) Devolution/ tennis courts: - Pursuant to minute 28-24D&L (a) the Chairman (Councillor Miss R A Evans BEM) gave an update on progress with the tennis courts: -</p> <ul style="list-style-type: none"> ➤ The LTA has targeted sales of 50 household memberships over the next 12 months, with 51 purchased to date. ➤ There has been some enquiries regarding the opportunity to become Tennis Activators, to run Free Park Tennis, these are being followed up. ➤ The advertisement deadline for a local coach to operate from the court has now passed and a meeting with an applicant is arranged for the following Tuesday, 9th July. Members' support the LTA guidance, whereby an appointed coach would be offered free use of the court for an agreed number of hours per week (say four), for an agreed time period (say 3 – 6 months) in order to build their business. In time, as the coaching numbers increase, a court charge would be agreed between both parties. The Chairman reminded everyone, the tennis courts are a town facility. ➤ The Chairman summarised a recent meeting with representatives of St. Columba Rugby Trust, who are running 'Tennis Tuesday's' and will follow up this meeting in due course. ➤ It is envisaged the storage boxes will be in place by the end of the month, to store the equipment being donated by St. Columba Rugby Trust. Checks are being made, about exactly where the boxes can be safely located alongside each court. 	Cllr Evans/ Clerk
<p>46-24D&L Planning Applications</p> <p>None.</p>	
<p>47-24D&L Localism</p> <p>a) Town Team Project Board (TTPB): - The next meeting of the TTPB is scheduled for Monday 12th August.</p> <p>b) 3G Pitch 9v9 Project: - Pursuant to minute 30-24D&L (b.) (i), the project is progressing. The next meeting is scheduled for Wednesday 10th July, with all members of the working group invited to attend.</p> <p>c) Vision and other Projects: -</p> <p>i) Following consideration of the correspondence, it is recommended to ask Torpoint Town Partnership to work alongside the council to plan and organise a tourism event in 2025 (checking the date does not clash with other events), similar to the Feel Good Festival held in 2017. Furthermore, the event to be included in the budget discussions for the financial year 2025/26 and any funds already held in reserves, allocated. It is noted the event will cost significantly more than last time, however, grant funding will be explored and fundraising events arranged.</p>	Council

<p>d) Neighbourhood Development Plan (NDP): - The Neighbourhood Development Plan is being updated with the mitigations now agreed and it will be re-submitted to Cornwall Council for compliance, which it is hoped will be expedited.</p>	Clerk																																										
<p>48-24D&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, the updates will include the recently installed water fountain at Bénodet Park. Councillor Mrs. C E Goodman thanked everyone who was able to attend the opening event, which had been a great success!</p>	Clerk & others																																										
<p>49-24D&L Equality, Diversity and Inclusion a) Update on research into costs and funding opportunities for purchase and installation of an accessible play equipment: - Pursuant to minute 32-24D&L (a), Councillor Mrs. Fellows gave an update on progress.</p> <ul style="list-style-type: none"> ➤ The Diverse Advisory Panel (DAP) meeting notes had been shared, which included the members' delight about the accessible path having been installed at the recently refurbished tennis courts. A DAP member, who is a wheelchair user, had been and 'had a go' at playing tennis. This prompted the opportunity to apply for funding for two sports wheelchairs, an adult sized one and a young person/child sized one, which would be stored near the courts. Highlighting the deadline (7th July) for submission of an application to be included in the next round of funding, members' delegated authority to the Clerk with Councillor Fellows to submit a bid for two sports wheelchairs, on behalf of the council. ➤ The Project Initiation Document, as previously circulated, was considered and following discussion, it is recommended to: - <ul style="list-style-type: none"> i) Seek permission from Cornwall Council to install accessible play equipment; ii) Complete and submit funding bids, correspond with organisations to seek funding; iii) Organise appropriate fundraising events and seek local sponsorship; iv) Consult with the community and the DAP; v) Write and issue an invitation to tender for the installation and purchase of three pieces of accessible play equipment, into Cambridge Field. <p>Return to the council with a summary of costs and exactly where the funding will be sourced from.</p> <p>b) Notes of the Torpoint Diverse Advisory Panel meeting held Wednesday 12th June 2024: - The notes had been previously circulated. A member had highlighted the lack of any disabled car parking spaces at St. James Church, also could a yellow boxed area be marked immediately in front of the church main entrance doors, to prevent vehicles blocking this entrance. As Councillor J Tivnan BEM is the Cornwall Councillor, it is suggested to ask him to pursue this enquiry further and it is further suggested he should contact Lisa Hocking on the matter.</p>	<p>ClIr Fellows/ Clerk</p> <p>Council</p> <p>ClIr Tivnan</p>																																										
<p>50-24D&L Accounts for Payment.</p> <table border="1" data-bbox="126 1570 1372 1894"> <thead> <tr> <th>PAYEE</th> <th>Invoice Number</th> <th>Total</th> <th>TAX</th> <th>NET</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Gibsons Cornish Ice Cream</td> <td>SL6700</td> <td>84.00</td> <td>13.80</td> <td>70.20</td> <td>Ice Cream for Library</td> </tr> <tr> <td>Cornish Coffee</td> <td>SL87858</td> <td>122.72</td> <td>0.00</td> <td>122.72</td> <td>Café Supplies Library</td> </tr> <tr> <td>Safelincs</td> <td>INV957692</td> <td>482.34</td> <td>80.39</td> <td>401.95</td> <td>Fire Extinguishers</td> </tr> <tr> <td>Francis Thomas</td> <td>6920</td> <td>358.80</td> <td>59.80</td> <td>299.00</td> <td>Battery Powered Hedgetrimmer</td> </tr> <tr> <td>Don Benson</td> <td>52</td> <td>48.00</td> <td>0.00</td> <td>48.00</td> <td>Clock winding June 2024</td> </tr> <tr> <td>TOTAL</td> <td></td> <td>1,095.86</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	PAYEE	Invoice Number	Total	TAX	NET	Description	Gibsons Cornish Ice Cream	SL6700	84.00	13.80	70.20	Ice Cream for Library	Cornish Coffee	SL87858	122.72	0.00	122.72	Café Supplies Library	Safelincs	INV957692	482.34	80.39	401.95	Fire Extinguishers	Francis Thomas	6920	358.80	59.80	299.00	Battery Powered Hedgetrimmer	Don Benson	52	48.00	0.00	48.00	Clock winding June 2024	TOTAL		1,095.86				
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<p>51-24D&L Correspondence</p> <p>a) Maker Road Safety Concerns – Mrs K Todd: - Following consideration of the correspondence, members’ sympathised with the parking concerns, highlighting there are similar concerns all around the town. With this in mind, the Clerk is directed to produce a ‘Parking Announcement Notice’ for inclusion in the next newsletter. Also to reply and thank Mrs Todd for highlighting these concerns.</p> <p>b) Free Parking, Small Business Saturday, Saturday 7th December 2024: - Noted.</p> <p>c) Questions for the town council meeting held June 2024 – Mr K Moon: - Members’ considered the questions as posited and it is recommended to: - Reply to Mr Moon saying: - Question 1 - Why, when the council has told Mrs Shripton many times over the past four years that they have no interest or power over Adela Road, was she given a public forum in which to embarrass and attack a fellow councillor and colleague? The electorate (residents) have a right to speak in public forum, in advance of the council meeting commencing, the council is unable to censor those wishing to speak, Standing Orders 3e – 3f refers. Question 2 - Secondly was the mayor given advice by officers or fellow councillors not to allow this before the meeting took place, and if so what was the Mayors justification for his actions. No.</p> <p>In addition, it is further recommended to send (email) correspondence to both parties involved, Mrs. C Shrimpton (on behalf of the residents living near to Adela Road) and Mrs. L Fellows, Director of Beat4autism CIC (for the Beat4autism representatives) saying: -</p> <p>“This council has no jurisdiction and is not getting involved with either of the parties over the issues with Adela Road. Public forum is a platform for members’ of the electorate to raise issues or ask questions of the council, in an acceptable way in accordance with council protocols.” (Councillor Mrs. L Fellows left the meeting for this agenda item.)</p>	<p>Clerk</p> <p>Council</p> <p>Council</p>
<p>52-24D&L Date of next meeting</p> <p>a) Thursday 5th September 2024, members of YEP! will be invited to give a presentation at the beginning of the meeting.</p>	<p>Clerk</p>
<p>53-24D&L Any Business that has been disclosed to the Chairman and members prior to the meeting</p> <ul style="list-style-type: none"> ➤ Councillor Mrs. C E Goodman asked whether members of Torpoint Environmental Action could be invited to either a future meeting of the council or this committee, to give a presentation of the work they have been doing. ➤ The Clerk has received notification today of VE Day 80 celebrations, on 8th May 2025. Details will be included on a future agenda of this committee. ➤ The Clerk had received notification of Urban Green Shoots enhancements, which are continuing, with a construction site being set up from Monday 8th July, this information has been forwarded. 	<p>Cllr Davis/ Cllr Evans</p> <p>Clerk</p>
<p>Meeting closed at 9.12pm _____ Chairman</p>	