



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Development and Localism Committee held on Thursday 3<sup>rd</sup> October 2024 at 7.00pm in the Council Committee Road, 4 York Road, Torpoint.

**PRESENT:** - Councillor Mrs. L Fellows (Chairman), Councillor G J Davis (Town Mayor), Councillors Mrs. C E Goodman, Mrs. J L Reeves (late arrival), C R Still, J Tivnan BEM and B A Walsh plus the Town Clerk & RFO (Clerk).

**IN ATTENDANCE:** - Councillor Mrs. K Brownhill (Deputy Town Mayor) and Councillor Mrs. J M Martin.

Representatives from Torpoint Artists Collective gave a brief presentation to the committee, starting at 7.00pm.

	ACTION
<p><b>72-24D&amp;L Apologies for absence</b> Councillors Miss R A Evans BEM, L E Keise and C R Sawyer.</p>	
<p><b>73-24D&amp;L Declarations of Interest relating to items on the Agenda</b> None.</p>	
<p><b>74-24D&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> September 2024 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>75-24D&amp;L Matters arising from the minutes</b> a) Next edition of the council newsletter: - Pursuant to minute 59-24D&amp;L (b) the Clerk explained the October edition of the newsletter is on schedule to be printed and distributed by the end of this month. b) Outstanding payment of grant funding: - Pursuant to minute 61-24D&amp;L (a) the Clerk was pleased to advise the first instalment of the community hub grant funding from Volunteer Cornwall had now been received. c) Bunting to be taken down in Fore Street: - Pursuant to minute 65-24D&amp;L (c) the Clerk explained the contractor had unfortunately not been available to take down the bunting by the end of September, it is being scheduled within the next fortnight.</p>	
<p><b>76-24D&amp;L Community Hub and Library</b> a) Newsletter from the Library and Community Hub: - The Chairman (Councillor Mrs. L Fellows) thanked the Community Hub and Library Development Manager and staff for the monthly newsletter and report. A recent food hygiene / food standards inspection was undertaken at the Library and Community Hub. The purpose of the visit was to assess compliance with food safety, food standards and health and safety legislation. The rating received was 5, which is great news. b) Café Income &amp; Expenditure: - The Clerk shared the café income and expenditure, to date, on the screen at the meeting, there are no concerns.</p>	
<p><b>77-24D&amp;L Policies referred to this Committee</b> None.</p>	
<p><b>78-24D&amp;L To consider the Council Business Risk Management</b> a) Budget Variance – Development and Localism Committee Responsibilities: -</p>	

The Committee considered the August 2024 financial information, as previously circulated and the items relevant to this committee. Following a question from a member, the Clerk explained that all newsletter advertising income is detailed.

b) Initial budget discussions for 25/26, using the council's Action Plan (as previously circulated) including any new project initiation documents: -

The Action Plan was reviewed, with the following priorities identified for funding/expenditure allocation in 2025/26: -

- i) Lower Fore Street Redevelopment – no funding allocation.
- ii) Former Torpoint Police Station site – no funding allocation. The Town Mayor (Councillor G J Davis) reminded members the council's PWLB final loan payment is scheduled for March 2027, explaining the council may need to consider financially contributing towards the development of a new Community Hub and Library, on this site.
- iii) All weather pitch project – already included allocation in reserves (£80k) – no additional council allocation needed. Following a question put regarding fundraising, the Town Mayor (Councillor G J Davis) summarised the current fundraising position for this project. Members' were enthusiastic to continue to create community engagement and raise for this project, including considering to ask to support the 'Boxing Day derby football match' again this year.
- iv) Neighbourhood Development Plan – sufficient funds in reserves to see this project through to the referendum stage.
- v) Defiance Field/Supermarket – no funding allocation.
- vi) Tennis courts – wheelchairs storage.
- vii) Climate emergency – no current projects being considered.
- viii) Sparrow Park sign – it is essential this council remembers it has committed only to fundraise and seek grant funding for this project (approximately £15k - £20k is needed), i.e. not use precept income.
- ix) Torpoint Integrated Travel Network (TITAN) Project – no funding allocation.
- x) Bringing colour to the town – bunting, flags on Fore Street, and boxes on Harvey Street, all need to be refreshed.
- xi) Provision of a community newsletter – continue with issuing and distribution of four copies per year.
- xii) Economic Prosperity – Tourism event June 2025 – funding allocation will be required, although a grant application will be submitted to The National Lottery, project initiation document to be completed.
- xiii) January 2021 devolved parks – council already progressing and planning to install accessible play equipment in Cambridge Field. CIL funding income will be used, along with funds from reserves - play areas and tennis courts plus reserves - accessible funding – total council contribution £20k.

At the conclusion of these discussions, the Town Mayor (Councillor G J Davis) summarised to members' his thoughts about the opportunity of continuing to help and support families in the community, similarly to how the Library and Community Hub has become a focal point for support in the town. With this in mind, all members' agreed a **suggestion** is put to Cornwall Council (by the Clerk) asking them to consider whether Torpoint Town Council could 'take on' in whatever form, Torpoint Family Hub. It is essential to minute this is an initial enquiry only, based on successfully continuing to work in partnership with Cornwall Council, on the Library and Community

Clerk

Hub facility.	
<b>79-24D&amp;L Items Referred to this Committee</b> None.	
<b>80-24D&amp;L Other projects</b> a) Devolution/ tennis courts: - Pursuant to minute 63-24D&L (a) the Clerk shared an update from the Operations Manager, who had recently attended an LTA Forum, regarding the tennis courts: - <ul style="list-style-type: none"> <li>i) Gate technical support - The service agreement between the LTA and the gate technology suppliers is being reviewed, the call out times at some sites have been over 2 weeks. The council is not the only site where the rust has come through, this is being pushed further up the chain by colleagues at the LTA.</li> <li>ii) Barclays funding - <a href="https://www.lta.org.uk/news/barclays-and-lta-announce-five-year-partnership-to-get-150000-more-people-playing-tennis-for-free-across-great-britain/">https://www.lta.org.uk/news/barclays-and-lta-announce-five-year-partnership-to-get-150000-more-people-playing-tennis-for-free-across-great-britain/</a>  <a href="https://www.youtube.com/watch?v=1udsYN4NI3E&amp;t=16s">https://www.youtube.com/watch?v=1udsYN4NI3E&amp;t=16s</a></li> <li>iii) Tennis Activators – IT issues at the LTA has stalled the Activators becoming signed up, once the first one is on-board and trained, the council can use them to promote the role to perhaps recruit others. Under 18’s can apply, DofE or students as long as one DBS checked Activator is at each session. All Park Tennis session run by a qualified activator will be insured by the LTA.</li> <li>iv) Short term loans - Short term loans may become available to those sites that cannot be used during the hours of darkness, to fund suitable lighting solutions. Modern lighting only lights the area reducing light pollution and disturbing neighbours. Timers can also be fitted, low energy also.</li> <li>v) New app - <a href="https://www.lta.org.uk/roles-and-venues/parks-support-toolkit/about-our-play-tennis-app/">https://www.lta.org.uk/roles-and-venues/parks-support-toolkit/about-our-play-tennis-app/</a> One of the barriers to people trying out tennis is having a playing partner. This app will support this “tinder” for tennis, still working out the glitches.  <a href="https://www.lta.org.uk/compete/adult/local-tennis-leagues/">https://www.lta.org.uk/compete/adult/local-tennis-leagues/</a>  Local leagues app, for those who want to progress their game and compete, various levels of competition and prizes. The LTA will let the court administrators know when there are enough people locally to launch a league. The council has posters for the courts to display when Torpoint is ready.</li> </ul> <p>The Clerk explained the adult and youth sports wheelchairs have been ordered and will be immediately stored in the tennis hut, until a more permanent storage solution is found.</p>	
<b>81-24D&amp;L Planning Applications</b> None.	
<b>82-24D&amp;L Localism</b> a) Town Team Project Board (TTPB): - The Town Mayor (Councillor G J Davis) updated members’ on progress with the TTPB. b) 3G Pitch 9v9 Project & CIL grant: - Pursuant to minute 65-24D&L (b.) (i), the project is progressing. Following a question put, it was explained the facility will be a community facility. c) Vision and other Projects: - No other projects being considered. d) Neighbourhood Development Plan (NDP): - The Town Mayor (Councillor G J Davis) explained the queries regarding Defiance Field and the	

<p>proximity of the site of the Oli and Pipelines Agency, are ongoing. e) Tourism event 2025: - The save the date poster will be produced and circulated on social media and in the newsletter. A project initiation document will be completed.</p>	<p>Clerk, Cllr Martin</p>																																										
<p><b>83-24D&amp;L Climate Emergency Action Plan</b> a) To consider the actions relating to this Committee: - Members' considered the updated Climate Emergency Action Plan and it is <b>recommended</b> to adopt the updated plan. Clerk to make a typing correction and ensure colour consistency on the plan. ➤ Award incentives – contact the local schools and Oakwood College to look at collaborating on climate emergency initiatives as well as the possibility of award incentives. It is agreed for Climate Emergency Action Plan to remain on all committee meeting agendas.</p>	<p><b>Council</b>  Cllr Fellows</p>																																										
<p><b>84-24D&amp;L Equality, Diversity and Inclusion</b> a) Update on accessible play equipment project: - Pursuant to minute 67-24D&amp;L (a) the Chairman (Councillor Mrs. L Fellows) updated members' following the accessible play equipment fundraiser event, held at the end of August, £856.00 was raised. Additional funding opportunities are being considered, with members' giving lots of ideas where additional monies could be sought from. b) Update following the Torpoint Diverse Advisory Panel meeting held Monday 30<sup>th</sup> September 2024: - The Chairman (Councillor Mrs. L Fellows) updated members' following the recent Diverse Advisory Panel meeting held, reporting that a cheque donation from the RNA (Royal Naval Association) of £200 is being given, towards the accessible play equipment project.</p>	<p>Cllr Fellows/ Clerk</p>																																										
<p><b>85-24D&amp;L Accounts for Payment.</b></p> <table border="1" data-bbox="126 1182 1390 1688"> <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>Buck &amp; Co</td> <td>TTC180924-02</td> <td>600.00</td> <td>100.00</td> <td>500.00</td> <td>Insurance Valuation for TTC Civic Chain</td> </tr> <tr> <td>Buck &amp; Co</td> <td>TTC180924</td> <td>3,616.80</td> <td>519.80</td> <td>3,097.00</td> <td>Restoration Works to the Civic Chain as Previously Agreed (PO-0382)</td> </tr> <tr> <td>Bodyworx Fitness</td> <td>#001</td> <td>35.00</td> <td>0.00</td> <td>35.00</td> <td>Provision of Childrens Yoga Session at the Library</td> </tr> <tr> <td>SMP Pipe Systems</td> <td>4070</td> <td>72.00</td> <td>12.00</td> <td>60.00</td> <td>Works to Library Hot Water Pressure System</td> </tr> <tr> <td>Isla Sell</td> <td>023</td> <td>420.00</td> <td>0.00</td> <td>420.00</td> <td>Provision of Chair Pilates Sessions at the Library</td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td><b>4,743.80</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	PAYEE	Invoice Number	Total	TAX	NET	Description	Buck & Co	TTC180924-02	600.00	100.00	500.00	Insurance Valuation for TTC Civic Chain	Buck & Co	TTC180924	3,616.80	519.80	3,097.00	Restoration Works to the Civic Chain as Previously Agreed (PO-0382)	Bodyworx Fitness	#001	35.00	0.00	35.00	Provision of Childrens Yoga Session at the Library	SMP Pipe Systems	4070	72.00	12.00	60.00	Works to Library Hot Water Pressure System	Isla Sell	023	420.00	0.00	420.00	Provision of Chair Pilates Sessions at the Library	<b>TOTAL</b>		<b>4,743.80</b>				
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<p><b>86-24D&amp;L Correspondence</b> a) Consent Form for Liability of Water Charges for tennis hut – via Cornwall Council: - Clerk is directed to sign the consent form, for and on behalf of the council, for liability for water charges for the tennis hut.</p>	<p>Clerk</p>																																										



<p>b) CALC: A Framework for Leisure Briefing – Presentation slides from Cornwall Council, Culture, Leisure and Libraries: - Noted.</p>	
<p><b>87-24D&amp;L Date of next meeting</b> Monday 4<sup>th</sup> November 2024 – to be agreed at the October council meeting. (Councillor Mrs. J M Martin will discuss the proposed change in meeting date with the Development and Localism Chairman (Councillor Miss R A Evans).)</p>	<p>Cllr Martin</p>
<p><b>88-24D&amp;L Any Business that has been disclosed to the Chairman and members prior to the meeting</b> None.</p>	
<p>Meeting closed at 9.09pm _____ Chairman</p>	