



**Town Team Project Board (TTPB) Meeting  
Via MS Teams  
Wednesday 13<sup>th</sup> March 2024 7.00pm**

**Present:**

		<b>Voting or Advisory Member?</b>
Les Allen	Lead Consultant	Advisory
Kim Brownhill	Torpoint Town Partnership representative	Voting
Councillor Gary Davis (Chairman) (late arrival)	Torpoint Town Councillor / Chairman Neighbourhood Development Plan	Voting
Councillor Chris Goodman	Torpoint Town Councillor	Voting
Julie Martin	Coppola School of Performing Arts representative	Voting
Sheena Morton	Torpoint Neighbourhood Development Plan	Voting
Councillor John Tivnan BEM	Cornwall Councillor for Torpoint	Voting
William Trinick	Antony Estate	Voting
Rob White	Deputy Chairman Torpoint Neighbourhood Development Plan	Voting
Milly Southworth	Town Clerk & RFO	Advisory

		<b>ACTION</b>
265. TTPB	<p><b>Welcome and apologies for absence</b></p> <p>The Chairman (Councillor Gary Davis) joined the meeting and although he was in attendance was having technical difficulties, the Clerk therefore welcomed everyone to the meeting and took the role of 'Acting Chairman', on the agreement of Councillor Davis.</p> <p>Apologies for absence were received from:</p> <p>Kelly-Jane Brown – Coppola School of Performing Arts</p> <p>Jules Cook - Torpoint Post Office and Shop</p> <p>Councillor Kate Ewert - Cornwall Councillor for Rame and St. Germans</p> <p>Becky Lingard - CHAT</p> <p>Catherine Thomson - Cornwall Council – Community Link Officer.</p>	
266. TTPB	<p><b>Minutes of the previous meeting held Tuesday 13<sup>th</sup> February 2024: -</b></p> <p>The minutes of the previous meeting held on Tuesday 13<sup>th</sup> February 2024, as circulated, were taken as read and confirmed.</p>	
267. TTPB	<p><b>Update on the Lower Fore Street Redevelopment</b></p> <p>The consultants' slides are shared, a <b>reminder of the confidentiality of the PowerPoint slides which are shared with these minutes.</b></p>	

**Torpoint Project 1 – One Public Estate Bid & Removal of the Police Station**

The project is moving forward, planned demolition start is now May 2024, with a required completion of August 2024. Awaiting contract award from Cormac to contractor.

**Torpoint Project 4 – BUS006 Bid for Feasibilities on New Build**

The feasibility study is completed to RIBA 2. The Drainage / Flood Risk cut and fill report is completed, also the Ground conditions report is completed, both from Clifton Emery Design Ltd.

The additional funding request for further 25% has unfortunately 'not been prioritised' and is therefore unsuccessful. Cornwall Council and the Portfolio Holder, also SSAFA have been advised of this outcome. The Portfolio Holder has stepped in to assist and there is now a financial offer available from Cornwall Council, which would mean, Cornwall Council fund 50% of the total cost and the town council considers funding the remaining 50% of the cost of the works. The consultant explained the need to overcome the Neighbourhood Development Plan requirement for a Masterplan to be completed for the lower end of town, prior to the commencement of planning.

Following consideration, it is **recommended** the town council uses funding (from Reserves - Vision Projects), to fund up to £11,000 to complete the Pre-Application, PPA (Planning Performance Agreement) and Masterplan for the site. This will be 50% of the total expenditure (£22,000 + VAT) and Cornwall Council will fund the remaining 50% of the expenditure. Members' understand the site is on land owned by Cornwall Council.

The consultant highlighted for this work the preferred option would be to procure the work via a single source supplier. The Clerk explained this would require the town council to waive Financial Regulations. Having explained the reasons (detailed below), it is **recommended** the town council waives Financial Regulations and procures the work from Clifton Emery Design Ltd.:-

- i) A single source supplier will clearly speed up the process enabling completion of the action quickly and within the numerous time frames associated with funding;
- ii) The preferred supplier has worked alongside Torpoint and partners to deliver the Neighbourhood Development Plan;
- iii) The preferred supplier has worked with Cornwall Council to deliver the feasibility study for the town square area and future developments;
- iv) The preferred supplier completed the RIBA 2 Feasibility for the community centre and the associated accommodation;
- v) The preferred supplier has completed the ground investigations for the site and have completed the topographic survey;
- vi) The preferred supplier has completed the flood risk assessment for the site.
- vii) The preferred supplier has relationships with the associated stakeholders is well established and will enable a quick turn around on the

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	<p>delivery of the engagement.</p> <p>On 17<sup>th</sup> April 2024 the consultant will be delivering a briefing the Armed Forces Covenant Board; a bid to the Armed Forces Covenant Capital fund is being written to support the RIBA 3 report, for circa £150k.</p> <p><b>Torpoint Project 6 – TCAF Bid</b></p> <p>A bid has been submitted for £12,500 to the Town Accelerator Fund to support the delivery of a website for two years and is been considered, this is for 25% of the original £50k, which was secured from the Town Vitality Fund. The Clerk explained for this funding application to proceed, a contribution of £3,740 is required to be funded by the town council. Members’ supported this and it is <b>recommended</b> the town council contributes £3,740 (from Reserves - Vision Projects), to support the delivery of a website for two years, to facilitate the work ongoing by Plymouth University to develop an initial visitor website, to bring to life the narrative of Torpoint and Antony Estate, to include the Rame Peninsula and other organisations over time. Councillor Gary Davis explained the town council will need to look to take on the responsibility for running the website, this will need to be reviewed after four years.</p> <p>Funding secured so far:</p> <p>£ 74,000 (New Build Feasibility)</p> <p>£546,468 BFRF</p> <p>£ 76,850 Growth Fund</p> <p>£ 9,000 Cornwall Council</p> <p>£ 50,000 Town Vitality Fund</p> <p>£ 22,000 bid (failed) however, it is anticipated 50% each covered by Cornwall Council and Torpoint Town Council</p> <p><b>£ 12,000 (Pending bid)</b></p> <p><b><u>£773,318 TOTAL</u></b></p>	<b>Council</b>
268. TTPB	<p><b>Discussion / Action Plans</b></p> <p>None other than those already discussed.</p>	
269. TTPB	<p><b>Neighbourhood Development Plan (NDP) update</b></p> <p>The Neighbourhood Development Plan has been submitted to Cornwall Council for legal compliance.</p>	
270. TTPB	<p><b>Stakeholder and Communications Plan.</b></p> <p>The Clerk explained a press release is going to be started, in order to publish the outcome of the project, along with purchasing of a plaque.</p>	
271. TTPB	<p><b>Any other Business</b></p> <p>None.</p>	
272. TTPB	<p><b>Date and time of next meeting:</b></p> <p>Thursday 11<sup>th</sup> April 2024 via Teams, 7.00pm start. Councillor Mrs. Chris Goodman and William Trinick gave their apologies in advance of this meeting.</p>	

The meeting closed at 7.24pm.