



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 3rd April 2025 at 7.00pm in the Council Committee Road, 4 York Road, Torpoint.

PRESENT: - Councillor Mrs. L Fellows (Chairman), Councillors Mrs. C E Goodman, L E Keise, Mrs. J M Martin (Deputising for Councillor G J Davis), Mrs. J L Reeves, C R Sawyer, C R Still, J Tivnan BEM plus the Town Clerk & RFO (Clerk).

IN ATTENDANCE: Councillor Mrs. K Brownhill (Deputy Town Mayor).

	ACTION
<p>157-24D&L Apologies for absence Apologies for absence were submitted on behalf of Councillor G J Davis (Town Mayor), Councillors Miss R A Evans BEM and B A Walsh.</p>	
<p>158-24D&L Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor C R Still – (Agenda item 11b. 3G Pitch Project - as a member of the Sports Action Group). b) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. C E Goodman – (Agenda item 11b. 3G Pitch Project – as a member of the Sports Action Group).</p>	
<p>159-24D&L Library and Community Hub a) Newsletter from the Library and Community Hub and additional report: - Councillor Mrs. J M Martin gave members’ a summary of the process recently undertaken for the recruitment of the part-time Community Hub and Library Assistant. With 14 applications received, sifting was undertaken by Councillor Martin and the Community Hub and Library Development Manager. Five applicants were invited for interview, all of which were a good calibre; many congratulations to Jenny Hughes who has been offered and has accepted the part-time position to commence in May.</p> <p>The regular Saturday opening hours’ proposal, to open from 10.00am to midday, was considered and discussed by all members’. As the council is currently in a Pre-election period and with an incoming new council in May, it is agreed to delay discussing and proposing this trial until the new council is in place. This gives an opportunity and time to recruit additional volunteers to support the Saturday opening trial.</p> <p>b) Café Income & Expenditure: - The café income and expenditure to date, as previously circulated, is noted.</p> <p>The coffee machine in Dreckly’s café has not been working for the last week, a replacement machine is being installed by the supplier next week. The Clerk highlighted the monthly charge for the new coffee machine is the same price as the old one. The new till system has been ordered and is being set up, prior to installation and training being undertaken this month. Well done to all the library and community hub team for another successful financial year at the café.</p>	<p>Clerk/ CH&LDM</p>

160-24D&L Minutes of the previous meeting

It was **resolved** that the minutes of the Development and Localism Committee meeting held on Thursday 6th March 2025 were taken as read, confirmed and signed by the Chairman.

161-24D&L Matters arising from the minutes

a) To consider next steps regarding enquiry re Torpoint Family Hub: -

Pursuant to minute number 144-24D&L (a), in his absence the Clerk gave a verbal update from the Town Mayor (Councillor G J Davis). On 28th March the Clerk, Community Hub and Library Development Manager and I (Town Mayor) met with the Area Family Hub Coordinator - East at Torpoint's Family Hub, to explore potential opportunities for delivery of some services at the centre.

From the discussion it is understood that there is considerable capacity to do more at the Family Hub. The facility is managed as an unmanned hub - essentially a space available for services to be delivered by partners, which meets the aims and outcomes set with the ongoing funding criteria for the building. There is no direct service delivery obligations from Cornwall Council for the site and there is no sign of this changing, all services are delivered by partners. There is opportunity for the town council to consider delivering where outcomes align during the working week, with greater opportunity outside of this time, where the outcomes do not need to be focussed on funding requirements. It was a useful discussion, at this time there is no further action required.

b) Torpoint Skatepark 2025 update – arrange to meet with a representative, also funding for a skate jam: -

Pursuant to minute number 147-24D&L (a), the Clerk explained Councillor Miss R A Evans BEM and the Clerk had met with a representative of the Torpoint Ramps Forum to discuss proposals on the way forward to gain momentum and support from the council to progress the project to replace the existing equipment at the skate park. Torpoint Ramps Forum will seek a quotation for a skate jam, for the committee to consider whether it would financially support an event in 2025.

c) 'Love Fore Street' – arrange to meet with a representative: -

Pursuant to minute number 154-24D&L (b), the Clerk explained Councillor Miss R A Evans BEM and the Clerk had met with the local representative who suggested the 'Love Fore Street' traders' proposal. The councils offer of free of charge use of facilities and free of charge advertising and publicity in the next newsletter, were all offered.

162-24D&L Policies referred to this Committee

a) Communications and Social Media Policy: -

After discussion, the following changes to the existing communications and social media policy are required, with the updated policy return to this committee for re-consideration: -

- Paragraph 6 – add additional social media (e.g. X, tiktok, Instagram);
- Paragraph 9.8 – include a reminder 'councillor emails are accessible and can be monitored by the Clerk';
- Noticeboards - remove reference to Link into Learning;
- Paragraph 5.1 media enquiries and press releases – add 'more information could be made available if needed', to the final paragraph.

163-24D&L To consider the Council Business Risk Management

a) Budget Variance – Development and Localism Committee Responsibilities: -

The Committee considered the updated February 2025 financial information, as previously

circulated and the items relevant to this committee. There are no current concerns.

b) To consider: increasing the 'Reserves- Vision Projects' budget for 2025/26.

The Clerk explained there had been discussions regarding Reserves – Vision Projects for 2025/26 at the recent Finance and Operations committee meeting. Subsequently, the Clerk had shared with members', specific detail around what projects are planned and whether any funding is available, for the financial year 2025/26 to progress Lower Fore Street, to be undertaken by L & L Diverse Solutions Ltd. This list acknowledges funding opportunities may arise in the next financial year, which could be pursued to further support these projects: -

- i) Already agreed Purchase Orders for RIBA 3 reports on the public square and the community building (funding in place);
- ii) Purchase Order for the website to be agreed (funding in place);
- iii) Completion of the business case for the £1M from the strategic CIL pot, for the public square. Information will come on this when work is undertaken on the RIBA 3 process (funding currently not in place);
- iv) Work to support the Sustran's work, also input to connectivity for future transport bids (funding currently not in place);
- v) Co-ordination of any other work connecting elements of development on the Rame Peninsula with Torpoint (funding currently not in place);
- vi) Should CLUP for events and entertainment be successful, no funding is included in this project bid;
- vii) Any future bids (funding currently not in place);
- viii) Future co-ordination, stakeholder work on behalf of Torpoint (funding currently not in place).
- ix) Ongoing work to support the Town Team Project Board (funding currently not in place).

Members' debated these work opportunities, whilst acknowledging where funding is already in place and recognising that by committing expenditure, not included in the budget for the next financial year, did not necessarily mean that it would be spent. It is therefore **recommended** to use funds from general Reserves to allocate £10,000 to 'Reserves – Vision Projects' for the financial year 2025/26 to progress the Lower Fore Street redevelopment.

Council

164-24D&L Items Referred to this Committee

a) None.

165-24D&L Other projects

a) Tennis courts / LTA Action plan: -

Pursuant to minute 148-24D&L (a) the Clerk updated members' on progress with the tennis courts actions, since the last meeting:

- i) Councillor Miss R A Evans BEM, Councillor Mrs. L Fellows, plus the Operations Manager and Clerk had met with representatives from South Devon Tennis Centre, to progress 'Accessible Tennis'. A return visit is being planned and it is hoped South Devon Tennis Centre will support with the running of an 'Accessible Tennis' event/opportunity at Thanckes Park courts, in the next couple of months.
- ii) At the meeting with South Devon Tennis Centre (SDTC), the opportunity for a tennis coach arose, this is now being progressed alongside the collaboration with SDTC.

<p>iii) A second Free Park Tennis Activator has been found, who is now undergoing the online training, also DBS check.</p> <p>iv) Maintenance of the tennis courts is continuing with the Operations Team ensuring any leaf debris is cleared away.</p> <p>v) As annual memberships expire, these are being renewed.</p> <p>vi) The Operations Manager and Clerk attended an online LTA Forum earlier the same day, with nearly 200 attendees, it was very useful and give publicity and promotion opportunities, all of which are looking to increase the number of tennis players.</p> <p>vii) Clerk to forward the recent LTA action plan.</p> <p>b) Collaboration with Torpoint Artists Collective CIC to develop an Arts, Culture and Creative Industries Strategy: -</p> <p>Pursuant to minute 148-24D&L (b), the Torpoint Artists Collective CIC will arrange a meeting in May to pursue the collaboration to develop an Arts, Culture and Creative Industries Strategy/ initiative.</p>	Clerk
<p>166-24D&L Planning Applications</p> <p>a) PA25/00223 Proposed rear dormer and proposed rooftop balcony to the front of the property (amendment to previous approval PA24/02194). 52 Marine Drive, Torpoint PL11 2EH. It is resolved there are no observations or objections.</p>	
<p>167-24D&L Localism</p> <p>a) Town Team Project Board (TTPB): - Pursuant to minute number 150-24D&L (a): -</p> <p>i) Shared Prosperity Funding for 2025/26 for the RIBA 3 Detailed Design reports for the RIBA 3 Detailed Design reports for the Lower Fore Street Redevelopment site: - The Invitation to Tender for the work is available on 'Find a Tender', formal publicity cannot be published until after the Pre-election period.</p> <p>ii) Town Accelerator Funding – Torpoint Visitor Website: - The Invitation to Tender for the work is being drafted and will be issued as soon as possible. The Clerk presented the quotation for work for the creation of the Tender, the content and a review in 3 months' time, for work on the Torpoint Visitor Website. With funding available from Town Accelerator Funding, the quotation is from L & L Diverse Solutions Ltd., and it is recommended to appoint L & L Diverse Solutions Ltd., at a cost of £2,500 + VAT, to undertake this work. It is further recommended to waive council Financial Regulations to directly award this contract to L & L Diverse Solutions Ltd., due to the continuation of the project, the Re-development of Lower Fore Street and town improvements.</p> <p>iii) Hoardings – on the site of the former Police station: - Members' considered whether there are any opportunities to add artwork to the hoardings on the site of the former Police station. With no funding available, it is agreed not to pursue the suggestion of adding artwork to the hoardings, a reminder, this could be considered again in a few months' time.</p>	Council Council

<p>b) 3G Pitch 9v9 Project: - Pursuant to minute 150-24D&L (b), a revised planning application is being submitted by Torpoint Community College, with the location of the pitch moved.</p> <p>c) Vision and other Projects: - i) Thanckes Park: - The Clerk has advised Cornwall Council that this council has agreed to enter into a conversation regarding the possible devolution of Thanckes Park.</p> <p>d) Neighbourhood Development Plan (NDP): - Pursuant to minute 150-24&L (d) there is no further update on the NDP.</p> <p>e) Tourism event 2025: - Councillor Mrs. J M Martin updated members' on progress with stall bookings, infrastructure and entertainment, also sponsorship and funding. Unfortunately one band has had to pull out from performing. Posters have been circulated again on social media. Councillor Martin suggested this council could run a fundraiser for the accessible play equipment project, at the festival, and will talk to the Town Mayor (Councillor G J Davis) about his availability to run the coconut shy. Councillor Mrs. J L Reeves volunteered to support the accessible play equipment fundraising at the festival.</p>	
<p>168-24D&L Climate Emergency Action Plan</p> <p>a) To consider the actions relating to this Committee: - i) The Climate Emergency Action Plan review group have met and the Climate Emergency Action plan has been updated, this will now be uploaded to the council website.</p> <p>ii) Councillor Mrs. C E Goodman reported being in contact with Oakwood College regarding the possibility of the College collaborating with Torpoint Environmental Action (TEA) with a litter pick. Councillor Goodman explained that TEA are currently collaborating with HMS RALEIGH. There are plans to link up with Oakwood College and the local schools again soon.</p> <p>iii) Joint Environment Forum – The Clerk and Operations Manager recently attended a Zoom meeting to discuss ideas and challenges that other Town and Parish Councils' are encountering, as they work towards their own environmental goals. It is hoped that, with the support of the Carbon Neutral Team at Cornwall Council, a portal can be created where successes and useful documents can be shared. The forum would then meet quarterly to provide updates on progress. Additionally, by collaborating, there may be opportunities to increase purchasing power for items such as EV vehicles, battery-operated tools and equipment, or even secure discounts on multiple carbon footprint surveys.</p>	Clerk
<p>169-24D&L Equality, Diversity and Inclusion</p> <p>a) Update on accessible play equipment project: - The Chairman (Councillor Mrs. L Fellows) updated members, highlighting a recent donation from CHAT, of £300, towards the accessible play equipment project, is anticipated. Currently approximately £4,000 short, however, this will not delay issue of the formal tender invitation. Additional funding opportunities are being investigated.</p> <p>b) Torpoint Diverse Advisory Panel update: - i) To consider next steps with the proposals for improved access to Thanckes Park play</p>	

<p>park: - The notes and photos from the recent site meeting were considered and following in-depth discussion, it is agreed further investigative work is needed to consider how to improve access to Thanckes Park play park.</p> <p>ii) To consider next steps for disabled toilet door and surround: - The notes and photos from the recent site meeting were considered, Clerk to ascertain who had legal responsibility for the land in front of the disabled toilet door.</p> <p>iii) To consider installation of two 'Dog Grates' at Borough Park play park, to replace the existing gates, enabling better accessibility: Following much discussion regarding the opportunity to improve access to Borough Park play park by removing the gates and replacing with two 'dog grates', it is agreed not to take this suggestion further.</p>	Clerk
---	-------

170-24D&L Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
James Hallam Ltd	542983625	15,274.28	0.00	15,274.28	Commercial combined Insurance Renewal
Curtis Whiteford Crocker Solicitors	2024/18364	1,140.00	190.00	950.00	Professional charges in connection with the lease of Torpoint Library.
Cornwall ALC Limited	2526_192	2,638.93	360.19	2,278.74	Subscriptions to NALC and CALC 2025/2026
TOTAL		19,053.21	550.19	18,503.02	

171-24D&L Correspondence

- a) To consider and note: Earth Day and botanists – Volunteer with Torpoint Environmental Action: The information as circulated was considered, there is an opportunity to collaborate with the Rebel Botanists, who are from Plymouth. Members' were enthusiastic to hear about the proposals to collaborate with the group and although they are cannot give 'permission' to chalk on the pavements, see this as a great opportunity to raise awareness about wildflowers and other native plants. [It was highlighted that any photos taken could be shared on the council's 'Climate Emergency' button on the website.]
- b) To note: Staffing changes – Cornwall Association of Local Councils: -
Noted.
- c) To note: Employer Newsletter March 2025 – Cornwall Pensions: -
Noted.

Clerk

172-24D&L Date of next meeting

Thursday 1st May 2025.

173-24D&L Any Business that has been disclosed to the Chairman and members prior to the meeting

None.

Meeting closed at 8.49pm _____ Chairman